



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Computer Proctor

Wage/Hour Status: Non-Exempt

Reports to: Campus Principal

Pay Grade: Clerical/Paraprofessional Employee
Pay Grade 2

Dept/School: Assigned Campus

(\$15,184.40 - \$22,724.24)

Initiated Date: July 15, 2003

Revised Date: January 21, 2011

District Primary Purpose:

To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose:

Assist all students and staff so that they can utilize existing technology to its fullest potential

Qualifications:

Education/Certification: High School Diploma/ G.E.D. or Higher

Knowledge/Skills: Knowledge of computers, computer networks and other technology related equipment
Ability to work with students and teachers effectively
Interpersonal skills, communication skills, organizational skills
Ability to communicate effectively

Major Responsibilities and Duties:

1. Assist in maintaining CAI networks.
2. Assist campuses in utilizing computers and software in the classroom.
3. Assist in enrolling students in the computer system with the appropriate courses and level as designated by classroom teachers.
4. Assist in updating project involvement data as directed by building administrator.
5. Work under the direction of the building administrator.
6. Assist in refining student records in the computer system as needed.
7. Assist learning when appropriate.

8. Monitor the functioning of the equipment.
9. Assist in daily reinforcement/motivation system if appropriate.
10. Assist in running and filing the course reports.
11. Assist in running gain reports.
12. Assist in refining records in the computer system (add, drop, change)
13. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written in English and Spanish); interpret policy and procedures; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal.

POSITION WORKING DAYS: 187 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____