

## **Computer Lab Assistant/After School Library Monitor Responsibilities**

The computer lab assistant and afterschool library monitor assist the IT and library teams with tracking, maintaining, and troubleshooting equipment, monitoring and assisting students after school, circulating library materials, and participating in the maintenance of the library collection.

### **After School Library Monitor:**

Maintain safe and productive library space

- Monitor student behavior in library
- Circulate materials – check books and other materials in and out for teachers and staff
- Assist students and staff in locating materials as needed

Assist with library processes and projects as time allows

- Daily shelving of materials
- Inventory of library materials
- Library projects as needed

### **Computer Lab Assistant:**

Complete daily check and visual inventory of all hard wired and mobile labs. Report any issues through appropriate channels. Submit daily report.

Labs:

- Check printers for jams and other problems – troubleshoot or put in Kaseya ticket as needed
- Check clipboard in lab for issues listed by teachers – troubleshoot or put in Kaseya ticket as needed
- Fill print trays with paper
- Check computers for problems (rotate through signing on to computers in each lab, check switches – lit up and blinking, etc.) – troubleshoot or put in tickets as necessary
- Shut down all computers at the end of the day on Monday, Tuesday, Thursday, Friday; Leave on on Wednesday for updates
- Leave lab neat and organized – throw away extra papers, push in chairs, document any visible damage or missing items in daily report (keyboards, mice, etc.)
- Report any damage to staff

Mobile Labs:

- Visual inventory to be sure all computers are accounted for; Notify a staff member right away if a computer is missing
- Check damaged report list – troubleshoot or put in Kaseya ticket as needed
- Rotating weekly – check keyboards for damage (missing keys); Put in Kaseya ticket to report.
- Check that all computers are connected to chargers
- Check that the cart is plugged in and turned on
- Check that cart is locked

Assist IT with technology maintenance projects as needed.

**Hours:** M – Th: 12 – 4; Fr 12 – 3:30.

Hourly Rate: \$16.53

