

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

NORTH STAR CHARTER SCHOOL JOB OPENING

POSITION: Elementary Computer Lab Paraprofessional

LOCATION: Eagle, Idaho

JOB TYPE: 2023-2024 School Year, Full-Time Contract

JOB DESCRIPTION:

Job Summary: We are seeking a dedicated and tech-savvy individual to join our team as a Computer Lab Paraprofessional at North Star Charter School in Eagle, Idaho. As a Computer Lab Paraprofessional, you will play a crucial role in supporting students and teachers in the school's computer lab. Your primary responsibility will be to assist students with computer-related tasks, ensure the lab is well-maintained, and provide technical support to both students and staff. This is a rewarding opportunity to make a difference in the lives of young learners while fostering their digital literacy skills.

Responsibilities:

- Assist students in the computer lab with various computer-related tasks, including logging in, accessing educational software, and navigating the internet.
- Provide guidance and support to students during computer-based assignments and projects.
- Monitor students' behavior and enforce computer lab rules to ensure a productive and respectful learning environment.
- Troubleshoot basic technical issues that students encounter and assist them in resolving problems.
- Collaborate with teachers to integrate technology into classroom activities and support them in using educational software and tools effectively.
- Maintain the computer lab's cleanliness, organization, and functionality, including regular equipment checks and updates.
- Assist with the setup and maintenance of hardware, software, and peripherals in the lab.
- Stay up-to-date with the latest educational technology trends and software updates relevant to the computer lab.
- Contribute to the development of instructional materials and resources to enhance computer literacy skills.

Qualifications:

- High school diploma or equivalent; associate's degree or relevant certifications in computer science, information technology, or a related field is a plus.
- Prior experience working with elementary school-aged children or in an educational setting is highly desirable.
- Strong technical skills and proficiency in operating systems (Windows, macOS), productivity software (Microsoft Office, Google Suite), and educational software commonly used in elementary schools.
- Excellent problem-solving skills and ability to troubleshoot basic technical issues.

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- Effective communication and interpersonal skills to interact with students, teachers, and staff in a positive and professional manner.
- Patience and understanding in working with students of varying computer literacy levels.
- Ability to work independently, prioritize tasks, and manage time effectively in a fast-paced environment.
- Commitment to maintaining student privacy, confidentiality, and safety online.
- Must pass a background check and adhere to all school district policies and guidelines.

To apply, please submit a cover letter, resume, certified application and three professional references. We are an equal opportunity employer and welcome applications from all qualified candidates.

CONTACT: Shay Davis, Principal, sdavis@northstarcharter.org and Joanna O'Donnell, Human Resources jodonnell@northstarcharter.org

Certified Application available at: <https://www.northstarcharter.org/employment-opportunities/>