Green River Community College
ESOL Computer Lab Tech
LAW Division

An individual with a computer background or experience who provides support to ESOL teachers and students in the RLC 141 lab.

**General Duties:**

1. Assist students and teachers with use of machines as needed during class time.
2. Make suggestions to students as to software that might be useful for them to practice with, keeping in mind the level they are at and the skills they wish to work on.
3. Talk to teachers and gather information from them about what needs they have in the multimedia lab. Look for ways to improve the lab's usefulness and efficiency.
4. Build a working relationship with the teachers who are scheduled during your lab shift. Ask questions about how you can help. Help teachers clarify what help they want from you.
5. Help teachers with various administrative tasks.
6. Help teachers organize the lab by labeling and inventorying materials.
7. Inform the class teacher of any problems or potential problems with machines or software by writing it down in the **Problem Log**.
8. Remind students that they should speak English at all times.
9. Remind students that all food and drinks must be consumed at the tables instead of computer stations.
10. Monitor appropriate use of computers and be sure a copy of the Student Technology Acceptable Use Policy is displayed in the lab:
11. Keep the lab tidy. Make sure you clean all computers and stations in the lab, usually about once a week or when they look dirty, using the following materials.

### About cleaners:
- For **surfaces** (tabletop, computer, mouse pads), **use** Murphy’s oil soap
- For **computer screens**, **use** glass cleaner
- For **inside mice**, **use** alcohol
- For **microphones and headsets**, **use** disinfectant in pop-up bottle

Note: Please do NOT use alcohol on the headsets and microphones. It takes off some of the dye and makes you think that the headsets are horribly dirty, when in fact they are just, you know, dirty.
Other Duties by Shift:

AM Shift:
- Open the lab, turn on computers and monitors, check to see if machines are in working order at the beginning of the shift.

Afternoon Shift:
- Turn off lights. Make sure you have completed the appropriate items on the checklist.

Evening Shift:
- Turn off computers and complete the closing the lab checklist, before leaving.

Duties by Quarter:

Beginning of Quarter:
1. Enter names of students into Ellis, Mavis Beacon and Skills Bank as requested by the teacher. Use this standard form: first letter of the first name, last name. (Do NOT put in a password.)
2. Set up Type To Learn (add classes and student names following the standard form above.)

End of the Quarter:
1. Erase student disks.
2. Erase names off of Type to Learn and Mavis Beacon.

Compensation:
The pay range for this position is $10-16/hr.

- $10 – $11 an hour: entry level with ability to accomplish a minimum of the duties outlined above
- $12 – $14 an hour: as above but with addition of multiple years in ESOL class setting or with ESOL students
- $15- $16 an hour: as above but with addition of instructional technology background and/or lead classroom experience