



West Nairobi School



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Computer Lab Teacher Assistant

- To assist the operations of the WNS computer lab and computer classes.

Direct Supervisor: **Middle School Principal**

Basic Qualifications:

- have a consistent Christian lifestyle
- competent computer skills including word processing, database management (Excel, Word, Publisher, etc.)
- fluent in English
- agreement to the Network of International Christian Schools (NICS) Statement of Faith
- appropriate interpersonal and social skills when relating to students, parents, and other teachers
- effective communication skills with students, parents, and staff

Duties to Include:

- open and ready computer lab for use when the computer lab opens
- help prepare a computer lab schedule for each semester making sure there are no conflicts
- ensure all equipment is stored and locked up at the end of each day
- constantly check computers and equipment and if there is an issue, contact the IT person
- print only school related papers for students
- make sure computer lab and school rules are enforced
- ensure the computer lab is always left tidy with screens and mice aligned, chairs pushed in, and all computers shut down (turned off) at the end of each day
- greet all parents, visitors, students, & staff in a professional, polite manner
- assist computer teacher in classroom tasks (attendance, marking, keeping student grades updated, classroom management, communication with parents, lesson planning).
- assist teachers in tasks related to the computer lab
- assist administration in tasks related to the library or computer lab
- maintain confidentiality of staff, school, and student information
- demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality
- meet everyday stress with emotional stability, objectivity, and optimism
- develop and maintain positive rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- demonstrate loyalty to assigned authority
- maintain a personal appearance that model's cleanliness, modesty, good taste, and is in agreement with school dress policy

Submit your application online or email careers@westnairobschool.org

Teaching Truth Training Minds Impacting the Kingdom