

TITLE: **LAB MANAGER, INSTRUCTIONAL
(COMPUTER PROGRAM)**

FLSA: Non-Exempt

- QUALIFICATIONS:**
1. High School Diploma or GED.
 2. Completed at least 2 years of study at an institution of higher education or obtained an associate's (or higher) degree; or met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instruction, reading, writing, and mathematics.
 3. Must be able to work well with children.
 4. Demonstrated knowledge of aptitude for tasks involved.

REPORT TO: School Principal

JOB GOAL: To help students increase their skills and improve their performance through computer assisted instruction.

PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Coordinate and implement daily operations of the lab.
- * 2. Create schedules for use of the system.
- * 3. Set up and maintain systems file.
- * 4. Provide classroom teachers with systems reports to help monitor student performance.
- * 5. Monitor student progress and time on system and provide feedback to teachers and administrators.
- * 6. Provide incentive programs to students to help ensure student success.
- * 7. Utilize correlations between the software curriculum and the school's instructional program and testing programs.
- * 8. Maintain appropriate records and reports.
- * 9. Promote a positive working relationship with administrators, teachers, students, and parents.
- * 10. Maintain a pleasant learning environment.
- * 11. Ensure an open door policy for visitors.
- 12. Perform any other necessary duties as assigned by the principal or district coordinator.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.