

TITLE: COMPUTER LAB MANAGER

Definition: Manages computer lab activities to support the instructional process.

QUALIFICATIONS:

1. Associate's Degree or Highly Qualified according to NCLB
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Experience working with children
6. Ability to establish and maintain cooperative relationships with students, parents and staff

REPORTS TO: The Building Principal

JOB GOALS:

To assure a smooth, efficient computer lab operation that most effectively promotes the instructional process and student achievement.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Timeliness in respect to deadlines
6. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Interface between teachers and network:
 - a. Explain instructional system, i.e., how system can deliver instruction and facilitate learning (presentation or modeling, practice, enrichment, remediation)
 - b. Assist teacher with distributive system in providing instruction in classroom
2. Interact with the system on behalf of the students:
 - a. Enroll and delete students from classes as they move out of the system or change from one class to another
 - b. Set up individual and class assignment matrix
 - c. Obtain data from the system for diagnostic purposes
 - d. Generate daily lesson results at conclusion of class/grading periods
 - e. Problem solve incorrect input into the system by students during lessons (push wrong sequences or objectives)
 - f. Prior to class-time, set up printers, disks, PC viewer
 - g. Preview software, provide instruction to classes on how to use programs, load, save, print, etc.
3. Lesson Selection:
 - c. Provide software recommendations for updating and meeting the instructional needs of students
4. System Management:
 - a. Enroll students into the system and into classes
 - b. Back up system to tape on weekly basis
 - c. Archival back up lesson results prior to doing system and class summaries

- d. Recreate indexes for database of student enrollment and assignments when we have a glitch in a database
 - e. Prepare for, and distribute to the teachers, hard copies of instructional sequences, which include objectives and lessons
 - f. Modify lessons to meet individual teacher needs (change speed for drill and practice, alter the number of problems or activities per lesson)
 - g. Yearly promotion activities (3rd to 4th, etc.)
5. Public Relations:
- a. Organize parent volunteers and instruct them on how to assist the students with their learning
 - b. Make presentations to community organizations. Parents, visitors, teachers, and administrators
6. Work with district coordinator:
- a. Maintain and upgrade software
 - b. Maintain network
 - c. Manage network users: private and public accounts (assign who will have access to certain accounts, read and write privileges, etc.)
 - d. Manage disk server, allocation of space for operating system and program priority, i.e., read only, read, and write
 - e. Install software. Manage and develop Menu Systems
7. Accomplishes other duties as assigned to include but not limited to:
- a. Classroom Management
 - b. Clean computers
 - c. Perform simple maintenance on computers
 - d. Supervise lab for student use before and after school
 - e. Maintain current inventories of hardware and software

TERMS OF EMPLOYMENT:

- 1. Number of days as per appointment letter.
- 2. Eight-hour day.
- 3. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: August 4, 1992
REVISED: February 6, 1996
 March 7, 2000
STAFF HANDBOOK: August 2002
 August 2006