

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

LAB MANAGER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Typing and computer skills required.
- (3) Minimum of two (2) years of appropriate experience.
- (4) Two years of college with a 2.5 GPA or better or a Passing score on the ParaPro Test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer applications. Ability to relate to people in a positive manner. Demonstrated skills in effective written and oral communications. Ability to organize and prioritize. Knowledge of group dynamics. Knowledge of student management techniques.

REPORTS TO:

Principal

JOB GOAL

To maintain a program of computer education that will enhance student learning and improve instruction through the use of technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan and coordinate all activities associated with the computer lab including special programs and enrichment activities.
- * (2) Design lab sessions so the teacher is free to observe and instruct students while they are working on the computer.
- * (3) Review and evaluate appropriate classroom hardware and software.
- * (4) Assist in planning and demonstrating lab procedures, hardware care and software use.
- * (5) Assist in developing and procuring computer software that will meet individual student needs.
- * (6) Recommend the purchase of appropriate courseware, software and hardware.
- (7) Maintain an inventory of computer hardware, software and supplies.
- (8) Coordinate the distribution of hardware and software within the school environment.
- (9) Attend in-service programs as required.
- * (10) Maintain accurate records of all lab procedures.
- * (11) Use effective, positive interpersonal communication skills.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (13) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

LAB MANAGER (Continued)

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 District.

EVALUATION:

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

*Essential Performance Responsibilities

**Job Description Supplement Code 3
Group 4 of the ESP Salary Schedule
DOE Job Code 51078**

Revised Board Approval 04/11/2017