

Job Title: **COMPUTER LAB MANAGER (PUBLIC), FEDERAL PROGRAMS**
Reports to: Migrant Service Coordinator
Dept./School: Federal Programs
Wage/Hour Status: Non-exempt
Date Revised: Summer 2011

Primary Purpose

This program is designed to help students/parents learn the computer and its applications. The student will understand how computers work and how they are used. A computer skill is necessary to: (1) Obtain employment. (2) Evaluation for promotion, (3) education achievement, (4) Function effectively in a contemporary society.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

Special Knowledge/Skills

Ability to operate and maneuver a large motor vehicle
Knowledge of basic computer operations and skills
Ability to operate personal computer and educational software
Ability to work with parents and administrators effectively
Ability to communicate effectively
Ability to conduct public - meetings

Experience

Minimum of two- year experience in working with adults in an educational setting.

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Assist parents in use of computers, printers, and instructional software & scanners.
2. Work cooperatively with Federal Programs Director and Title I Evaluator/Supervisor to identify instructional software & GED-Prep.
3. Input data and maintain physical and computerized files on student enrollment, progress, attendance, and use of instructional programs including Basic – computer skills and GED-Prep.
4. Maintain computer lab in a neat and orderly manner including bulletin boards and displays / van maintenance.
5. Prepare schedules and lessons for classes.
6. Report van maintenance to the Title I Evaluator/Supervisor.

Technical Support

7. Perform computer backups on a regular basis /evaluate software
8. Install a variety of computer programs following complex written instructions; from technology dept.
9. Detect and arrange for maintenance and repair of computer equipment & van maintenance.

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Student Management

- 10. Manage student behavior in the computer lab.
- 11. Help supervise students during arrival and dismissal from scheduled class.

Other

- 12. Assist with office and workroom clerical duties as needed.
- 13. Participate in staff development, faculty meetings, and special events as needed.
- 14. Organization of commencement ceremonies for their class graduates.
- 15. Perform other duties assigned by supervisor.
- 16. Maintain confidentiality of information– court appointed students for GED-Prep courses.

Supervisory Responsibilities

None

EQUIPMENT USED

Recreational Vehicle, Personal computer, printer, and copier– fax, scanner, scan disk device.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Driving in climate weather, maintain emotional control under stress. Moderate standing, bending, and stooping and sometimes severe weather related conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.