

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: COMPUTER LAB MANAGER/TRAINER (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien.
 2. College degree required, preferably in computer science or education.
 3. Minimum of three (3) years experience required in configuring and installing Macintosh hardware, networks, and system software.

REPORTS TO: School Principal

JOB GOAL:

To serve as a network administrator in a school computer lab in addition to supporting and training teachers in the use and application of Macintosh systems.

JOB SUMMARY:

Installs, maintains, and manages hardware, software and network configuration for a LAN of MAC-LC575's as well as assisting teachers in usage of MAC computers. Flexible hours will be expected.

ESSENTIAL JOB FUNCTIONS:

- I. Starts up and shuts down lab daily.
2. Maintains hardware, daily software configurations, Maclan configuration, and collect data for grant evaluation.
3. Trains teachers in the use of software reconfiguration, simple hardware maintenance, troubleshooting hardware problems, and educational and administrative software.
4. Assists in writing grant evaluations.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other such duties as may be assigned.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting and walking throughout the shift.
4. Must possess the physical abilities to install computer hardware and software as an essential job function.
5. Some lifting and handling required in the installation and maintenance of computers.

TERMS OF EMPLOYMENT: \$16.00 Per Hour/Time Sheet

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept

Copy - Supervisor

Copy - Employee

(Rev. 2/2015)