

<b>Calcasieu Parish School Board Department of Human Resources Job Description</b>	<b>Department:</b> Federal Programs
<b>Title:</b>	Title I Computer Assisted Instructional Lab Manager
<b>Qualifications:</b>	High School Diploma and Highly Qualified as per Federal Guidelines.  Such additions and alternatives to the above qualifications as the Calcasieu Parish School Board, State Department of Education, and the U.S. Department of Education may determine to be appropriate.
<b>Reports to:</b>	Principal/Assistant Principal/Title I Supervisor
<b>Supervises:</b>	
<b>Job Goals:</b>	Maintains and performs skills as related to job assignment.  To maintain efficiency of lab through discharge of duties: to assist students, teachers, and other personnel in the effective use of computer hardware/software.
<b>Performance Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Explains and interprets assessment finding to parents, teachers, principals, and other members of the system.</li> <li>2. Provides individual or group instructions for students with identified problems who would benefit from such services.</li> <li>3. Formulates short and long term intervention goals and to update these regularly to meet individual needs.</li> <li>4. Attend professional development, as applicable.</li> <li>5. Disseminates information concerning assessment findings to appropriate school personnel.</li> <li>6. Completes all required reports of the system.</li> <li>7. Provides in-service and professional recommendations to teachers.</li> <li>8. Participates and consults with school principal and Title I supervisor in the assessment and review of CAI lab.</li> <li>9. Develops schedule for approval by the immediate supervisor.</li> <li>10. Maintains current and accurate inventory of all software and hardware, as directed.</li> <li>11. Promotes "trouble-shooting" and preventative maintenance of computers.</li> <li>12. Becomes proficient in the setting up of hardware and the use of the software in order for maximum effectiveness of the program to be obtained.</li> <li>13. Develop and maintains rules and regulations which promote a positive learning climate.</li> <li>14. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.</li> <li>15. Accept constructive criticism as an evaluation element of professional and instructional improvement.</li> <li>16. Performs such other duties as may be assigned.</li> </ol>	
<b>Terms of Employment:</b>	180 days. Salary to be established by the Board.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.
<b>Signature of Evaluatee:</b> _____ <b>Printed Name of Evaluatee:</b> _____ <b>Date:</b> _____ <b>Signature of Evaluator:</b> _____	