CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Education of Our Children: TOP PRIORITY!

Lab Interventions & Data Manager

JOB DESCRIPTION:
Employee is responsible for assisting in coordinating, planning, scheduling, and providing support for the installation, operation, and maintenance of instructional systems and other technologies as well as implementing, evaluating, and facilitating educational technology services and resources that enhances teaching and learning experiences. In addition, the employee will assist schools with disaggregation of student achievement data from lab-based engagement activities to impact instruction.

Supervised By: Federal Programs Director

REQUIRED QUALIFICATIONS:

1. Master's Degree in Education.
2. Master's Degree in Administration Preferred
3. Experience in technology related services.
4. Ability to work effectively with personnel on all levels.
5. Ability to satisfactorily complete training to operate and maintain an integrated learning systems.
6. Appropriate valid MS driver's license.
7. Ability/experience in data analysis and project management.

Duties of this position include but are not limited to

1. Providing technical assistance to key personnel, primarily Lab Technicians, at work sites
2. Setting up workstations with computers and necessary peripheral devices (routers, printers etc.)
3. Installing and configuring appropriate software and functions per specifications
4. Developing and maintaining local networks and systems in ways that optimize performance
5. Providing orientation and guidance to users on how to operate new software and computer equipment
6. Coordinating system repair service and updates
7. Serving existing accounts by analyzing work orders; planning daily travel schedule; investigating complaints; conducting tests; resolving problems.
8. Keeping equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
9. Documenting service and installation actions by completing forms, reports, logs, and records.
10. Assisting in providing quality control checks to assure that the labs are organized

and well maintained.

15. Meeting with teachers during grade level planning to assist with curriculum alignment, instructional strategies, data analysis, and assessment

16. Supporting or Facilitating data meetings with principals, school level Lab Technicians, and/or teachers as they analyze and make data driven decisions to impact student achievement.

17. Utilizing needs assessment, project planning, evaluation to identify needs and ensure continuous improvement
18. Documenting project process and keep them updated in accordance with defined standards
19. Coordinating workshops and programs planning, delivery, registration and evaluation
20. Staying up to date and well informed about trends and best practices with technology integration.
21. Updating job knowledge by participating in educational opportunities; reading professional publications.
22. Assisting with the collection of artifacts for state and federal compliance.
23. Performing other duties as assigned.

TERMS OF EMPLOYMENT: As determined by the Clarksdale Municipal School District, with wages and work year to be according to the current salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with the evaluation procedures for classified employees of the Clarksdale Municipal School District.