

COMPUTER LAB COORDINATOR

POSITION TITLE:

Computer Lab Coordinator

PRIMARY FUNCTION:

To organize and schedule the use of the computer lab, advise/coordinate elementary computer curriculum, assist the system administrator, and be of assistance with school publication.

KEY DUTIES:

1. Schedule elementary and high school class sessions in the computer lab.
2. Consult with elementary teachers and computer department chair on developing/updating elementary computer curriculum.
3. Assist teachers in development of technology related teaching materials.
4. Maintain computer lab inventory.
5. Assist district computer coordinator with machine maintenance.
6. Supervise and assist students working independently in the lab.
7. Assist in supervising/teaching classes in the lab.
8. Assist in development of school publications-programs, newspaper, and yearbook.
9. Be familiar with programs and research tools available in the lab.

QUALIFICATIONS:

BS Degree with computer experience.

ORGANIZATIONAL RESPONSIBILITIES:

Will be responsible to the Elementary and High School Principals, and Computer System Administrator.

WORK SCHEDULE:

Work schedule is determined by the annual approved school calendar, Monday-Friday 7:30a.m.-3:15p.m. when school is in session, 181 work days.

SALARY:

Salary will be set by the Board of Education annually.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to see, hear and move quickly enough to provide for the safety and instructional needs of students. Must be able to articulate clearly; must be physically active and interactive throughout the school day, i.e. to be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step, and have good finger dexterity, i.e. have emotional coping skills appropriate for the management for student behavior; be able to tolerate environmental smells and substances commonly associated with students and educational institutions. The employee should possess sufficient hearing to hear conversation in person and on the telephone.

