



JOB DESCRIPTION

Campus Integration Computer Lab Manager – Early College Academy

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The Integration Lab Manager for the Judson Early College Academy, under the direction of the Principal, will ensure the smooth and appropriate scheduling of the integration computer labs. The lab manager will schedule classes, advice on needed software, will work with College on support materials for students and will generate reports as needed. A positive outlook and the desire to do whatever is needed to ensure student success is a must.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- An Associate's Degree or higher from an accredited college OR Two years (48 hours) of accredited college/university (NOT a technical school) study OR Demonstrate through a formal assessment the ability to assist in instruction AND knowledge of Reading, Writing, and Mathematics. (Applicants can contact JISD Human Resources Department at 945-5618 to inquire about taking the TABE Level A test for NCLB compliance). If you are an applicant or current employee, you MUST meet the above requirements BEFORE you can be considered for an instructional aide position on a Title campus. Proof of compliance must be on file with your application.

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of basic technology

DUTIES AND RESPONSIBILITIES:

1. Coordinates the scheduling for use of the integration computer labs.
2. Prepares and monitors the appropriate use of the integration lab policies.
3. Keeps staff informed of schedules and/or changes to the schedules.
4. Conducts an orientation of procedures to new students and staff.
5. Collaborates with teachers on technology integration projects.
6. Provides samples of integration lessons.
7. Maintains, troubleshoots and repairs small technological problems and reports major problems to JISD Technology Department.
8. Seeks continuing education on software and technology programs.
9. Resets passwords for the entire student body upon request.
10. Creates a report of usage logs and logistical reports for administration.
11. Identifies and alerts administration of infractions listed in the JISD Student Handbook of Technology Policies.
12. Is an active member of the Campus Technology Committee.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and in writing), interpret policies and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, moderate distances, climb ladders/ramps, balance, stoop, kneel, crouch, pull, push, reach, perform repetitive hand motions, hear, speak, possess visual acuity, drive/travel occasionally. May experience prolonged or irregular work hours and may need to travel within our outside of the District.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 5

Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.

Days: 193

Wage/Hour Status: Nonexempt

Updated: February 18, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.