

Hobbs Municipal Schools Job Description

Position: Computer Lab Manager

Supervisor: Principal, Assistant Principal

General Job Description: To provide opportunities for the teacher to attend to the individual needs of students in the computer lab setting. To provide assistance in preparing Hobbs Schools students academically, socially, and physically to become positive, productive participants in the 21st century.

Qualifications:

1. High School diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant license.
3. Demonstrate aptitude for the work to be performed.
4. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff and parents; use current technology for instructional management needs; to write and speak clearly and accurately.
5. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Maintain confidentiality.
5. Communicate effectively both verbally and in writing.
6. Assist licensed personnel in school environment where individual differences are respected.
7. Respond to students as individuals.
8. Help maintain cohesiveness in school environment.
9. Assist with supplementary work for students, and supervise independent study in the school environment.
10. Use current technology for instructional management needs.
11. Assist licensed personnel with discipline.
12. Assist in maintaining students' involvement in appropriate tasks.
13. Provide assistance with individualized program materials.
14. Assist in installation and maintenance of computer labs.
15. Assist in installation of district adopted software.
16. Demonstrate knowledge of current trends and developments in educational technology.
17. Serve as a site liaison for technology assistance.
18. Assist in technology troubleshooting at school site.
19. Demonstrate knowledge of software and district curriculum.
20. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
21. Confer with classroom teachers to provide optimal learning progress and needs.
22. Provide teachers with reports and data regarding student learning progress and needs.
23. Assist with standardized testing.
24. Assist principal with annual physical inventory of school's property and equipment.
25. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Work with groups of students to reinforce material.
2. Assist individual children in need of special attention.
3. Guide independent study, enrichment and/or remedial work.
4. Set up equipment as directed.

5. Participate in in-service training programs.
6. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
7. Model acceptable social skills in working with students, teacher, parents and supervisors.
8. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
9. Take precautions to protect equipment, materials and facilities.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.