

EXCELSIOR CHARTER SCHOOLS

JOB DESCRIPTION

TITLE: Lab Specialist

BASIC FUNCTION:

Under the direction of the Principal and/or Assistant Principal, provide computer assisted instructional assistance and reinforcement to individuals or groups of students in a school computer lab; respond to questions and assist students as needed with software programs and equipment operation, maintain a clean and organized room. Maintain confidentiality of tests and results. Collaborate with Facilitators to ensure students are completing accurate tests, and provide students with necessary books and materials.

ESSENTIAL DUTIES:

- Know and be committed to Excelsior's Vision, Mission, and Values.
- Provide instructional assistance and reinforcement to individuals or groups of students using computers and other media equipment and software in a computer-assisted instructional lab; schedule and coordinate the use of the lab.
- Monitor individuals and groups of students in computerized learning activities: explain and demonstrate how to use the computers.
- Turn computers on and off, assure proper operation and security of the computer lab.
- Maintain the computer lab in a clean and orderly condition; assure the security of the computer lab.
- Demonstrate and instruct students in the appropriate use of computers and peripheral equipment.
- Observe and control behavior of students according to approved procedures; monitor students while testing.
- Check appropriate materials in and out to students as necessary.
- Take inventory of books and other lab materials in assessment lab; order materials as necessary.
- Communicate with Facilitators and Principals regarding student progress and attendance.
- Train and direct student helpers; introduce students to the operation and proper use of the computers and lab resources.
- Maintain a quiet and controlled learning environment for all students.
- Maintain a variety of records and have an organized filing system on student and activities within the computer lab, including attendance records and student progress; print periodic reports and file or distribute according to established procedures.
- Maintain the upkeep of required materials and equipment.
- Motivate students to desire higher learning in all areas.
- Be a positive role model for all students and parents; always present a positive image of yourself and Excelsior to the Community.
- Continually pursue academic and professional growth and development; always pursue academic excellence for yourself, students and parents.

- Attend staff development sessions in accordance with established policies and procedures.
- Attend professional conferences and seminars as approved; continually seek learning experiences.
- Assist with other such duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Current computer programs used for testing.
- Alphabetical, numerical and subject matter filing systems.
- Operation of office machines including a computer and specified software applications.
- References, resources and operation of the library.

ABILITY TO:

- Demonstrate outstanding interpersonal, organizational, written and verbal communication skills
- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Assists and communicate with students and parents with their needs
- Operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Request the purchase and approval for necessary materials for lab(s).
- Multi- task.
- Work independently and participate as a team member in a collaborative environment.
- Assess student's needs.

QUALIFICATIONS:

- A High School Diploma or Equivalent.
- A Valid Driver's License.

WORKING CONDITIONS:

- School campus environment, office environment and various community events
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 40% sitting, 40% walking, and 20% standing