

COMPUTER AIDED INSTRUCTION LABORATORY COORDINATOR

DEFINITION

To supervise a computer aided instruction laboratory; to organize, schedule and assist in evaluating a variety of laboratory activities; to provide tutoring services to students in the discipline assigned; and to assist instructors with laboratory teaching exercises; and to provide a wide range of technical, supervisory, and paraprofessional assistant to students, faculty and tutors.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class provide technical and tutorial assistance in a computer laboratory as well as general instructional assistance in the specified instructional area. Specific tasks may vary according to the subject area and discipline to which assigned. Work is performed within a framework which may or may not require the physical presence of an instructor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager. May receive technical or functional supervision from an academic staff member.

May exercise technical or functional supervision over student assistants and/or tutors.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Coordinate and supervise the laboratory activities, including monitoring computer network software and hardware operating status; ensure that computers, terminals, printers and other peripherals are in operating order; perform minor maintenance when necessary; report and document equipment problems or failures.

Supervise and tutor students in the use of the laboratory facilities and in the areas in which the students need assistance.

Identify student needs and determine remediation plans for students with weaknesses in the assigned subject area.

Advise students on study methods and learning strategies.

Assist in developing and monitoring the budget for the laboratory and develop recordkeeping systems and statistical reports as assigned.

Select, train, supervise, and evaluate student assistants and/or tutors; check student time cards for accuracy and turn in to Payroll.

Assist in the administration of laboratory assignments, exercises, and tests under the direction of an instructor or other certificated staff member.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Meet with faculty in order to be familiar with their lesson plans and expectations for student competencies.

Create and maintain student and faculty computer files; ensure that only authorized persons are using the computer equipment.

Supervise student computer operations and provide students with assistance and training in the operation of the computers and other laboratory equipment.

Assist in the training of faculty and tutors in the use of the laboratory equipment and facilities.

Refer telephone inquiries to appropriate resources.

Maintain a reference library and files of resource material for faculty and student use.

Assist in the design, development and implementation of software to monitor and improve the effectiveness of the laboratory; assist in the preparation of instructional aids to be used by students or faculty in the laboratory.

Assist with the orientation of part-time faculty.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSKnowledge of:

Laboratory equipment, materials, supplies, and procedures as used in the subject area laboratory.

Principles, practices, and applications of the assigned subject material at the level of the course taught in the District.

Principles and operations of the computer equipment and software utilized in the laboratory.

Skill to:

Perform a variety of instructional assistance, tutoring, and related support functions within the academic subject area assigned.

Select, train, supervise and evaluate student assistants, hourly clerical support and tutors.

Assist students in understanding the basic fundamentals of the subject area assigned.

Operate, configure, troubleshoot, and demonstrate the use of computers and other equipment in the laboratory.

Analyze laboratory procedures and make constructive suggestions for improvement.

Develop and maintain recordkeeping systems for the laboratory.

Communicate effectively and tactfully, both orally and in writing.

Understand and carry out both oral and written instructions.

Organize, coordinate and schedule a variety of laboratory activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Work experience in the operation and maintenance of a computer assisted teaching laboratory.

Work experience as a tutor in the assigned subject at the level taught at the college.

Experience as an Instructional Assistant at a community college with a comparable program to that in the District.

One year of work experience operating computers comparable to those used in the laboratory assigned.

Education:

Equivalent to an associate degree in the subject assigned, supplemented by course work and/or training in computers comparable to those in the assigned laboratory.