

COMPUTER LABORATORY COORDINATOR, SENIOR – (Multiple disciplines)

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	62	07/01/2017	Classified	1 of 3

DEFINITION

To plan and organize the day-to-day operations of multiple instructional computer laboratories or disciplines; to organize, schedule and assist in evaluating a variety of laboratory activities; to assist in department budget preparation and administration; to provide tutoring services to students in the disciplines assigned; and to provide a wide range of technical, clerical, and other assistance to students, faculty, and tutors.

DISTINGUISHING CHARACTERISTICS

Computer Laboratory Coordinator - This classification is distinguished from the senior level in that it is responsible for the day-to-day operation of a single discipline or laboratory area as opposed to multiple disciplines or laboratory operations with larger scope and complexity.

Computer Laboratory Coordinator, Senior – Positions in this classification are responsible for the planning, organization and preparation of laboratory operations for two or more disciplines or operations with larger scope and complexity.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Plans and coordinates large computer laboratory operations for a variety of disciplines.
- Monitors and tutors students in the use of laboratory facilities and in the areas in which the students need assistance.
- Provides students, faculty, and tutors with assistance and training in the operation of computers and other laboratory equipment.
- Identifies student needs and determines remediation plans for students with weaknesses in the assigned subject area; advises students on study methods, learning strategies and monitors student progress.
- Coordinates tutoring services activities for assigned department(s); approves time cards.
- Assists in developing and monitoring department budgets in coordination with management and faculty; prepares cost estimates for budget recommendations; submits justifications for budget items; maintains student billing records.
- Develops and maintains a reference library and files of resource material for faculty and student use.
- Assists in the administration of laboratory assignments, exercises, and tests under the direction of an instructor.
- Develops and implements new or modified laboratory policies and procedures, as required.

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- Meets with faculty to become familiar with their lesson plans and expectations for student competencies.
- Monitors computer software and hardware to ensure proper working order, performs minor maintenance when necessary; reports and documents equipment problems or failures.
- Coordinates workload of multiple department laboratories; monitors assignments of assigned staff.
- Assists in the preparation of instructional aids used by students and faculty in the laboratory.
- Conducts statistical review to analyze and assess the service effectiveness in assigned laboratory.
- Promotes and advertises tutoring services to faculty, staff, and students via web pages, emails and class visits.
- Assists in the selection of student assistants and/or tutors; provides training, functional and technical supervision, and evaluation of student assistants and/or tutors; reviews and approves student assistant and/or tutor timecards for accuracy and submits to a departmental supervisor or manager.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laboratory equipment, software, materials, supplies and procedures as used in assigned laboratory.
- Basic teaching and learning theories, principles and practices of tutoring.
- Principles, practices, and applications of the assigned subject material at the level of the courses taught in the District.
- Enterprise Resource Planning (ERP) Systems and/or other student tracking software.
- Educational and standard business software (Microsoft Office Suite, etc.).
- Methods of gathering and presenting general statistical data.

Skill/Ability to:

- Perform a variety of instructional assistance, tutoring, and related support functions with assigned academic subject area.
- Assist students in understanding the fundamentals of assigned subject areas.
- Operate, set up, troubleshoot, and demonstrate the use of computer and other equipment in the laboratory.
- Analyze laboratory procedures and make constructive suggestions for improvement.
- Develop and maintain record keeping systems for the laboratory.
- Communicate effectively, both orally and in writing.
- Organize, coordinate, supervise and schedule a variety of laboratory activities.
- Establish and maintain effective work relationships with those contacted in the course of required duties.
- Prepare clear, concise, and complete reports using standardized practices.

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- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of responsible experience in the operation and maintenance of a computer laboratory, or assisting a college instructor, in assigned disciplines.

EDUCATION / LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university in assigned disciplines, or the equivalent.

Adopted: 07/01/17