



<b>Position Title:</b>	Program Leader (Lab Manager)		
<b>Reports To:</b>	Department Chair		
<b>Department:</b>	ESL & Foreign Languages	<b>Job Code:</b>	0710
<b>Prepared By/Date:</b>	Kerlyne Baptiste/6-15-2010	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Marie Jofre/6-15-2010	<b>Salary Grade:</b>	13
<b>Revised:</b>	Jennifer C. Brito/7-6-2010	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Lab Manager manages, coordinates day-to-day operations, and supports the EAP lab curriculum competencies for speech, writing, and foreign language labs for the Hialeah campus.

### **Essential Duties and Responsibilities:**

- Manages and coordinates the day-to-day operations of two EAP Labs (Speech and Writing).
- Hires and Supervises part-time program personnel and lab instructors.
- Prepares RPAs and payroll in Odyssey and ASTRA systems.
- Establishes instructional objectives, timeliness prescriptions, and assessments.
- Participates in the development and coordination of curriculum for EAP (English for Academic Purposes) lab courses for writing, grammar, speech, and accent reduction.
- Reviews purchased instructional software programs and hardware.
- Develops online learning opportunities.
- Tracks and evaluates student performance.
- Generates and maintains accurate inventory records of departmental textbooks, faculty desk copies instructional materials, and office supplies.
- Conducts on-going program review and research concerning products and technological developments.
- Provides leadership in activities relating to the programs.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of college organization, goals, and objectives, policies, and procedures.
- Knowledge of the principles of office management and practices.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in the use of personal computers and related software applications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, assign and supervise work of subordinates.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field from four-year college or university and four (4) years of related experience or Master’s degree in an appropriate field.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name