



Position Title: Manager, Academic Support Lab
Reports To: Chair, Academic Programs
Department: Academic Programs
Prepared By/Date: Jennifer C. Brito/5-14-2010
Approved By/Date: Michelle Armand/4-27-2010
Revised: Jennifer C. Brito/5-14-2010

Job Code: 3310
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The Academic Support Lab Manager supervises a multi-skilled lab serving and supporting students in all the academic disciplines at the College and serves as liaison with all academic and vocational credit and non-credit departments, programs schools and corresponding labs, including CIS, Math, College Prep, EAP and Business.

Essential Duties and Responsibilities:

- Oversees all support services for all classes offered by individual departments, programs and schools served by the lab, including assistance with the supervision and reporting of each department's staff and payroll
- Supervises part-time program personnel, including hiring, training, evaluating, scheduling, and documenting/maintaining payroll records
- Maintains close collaboration and working relationship with EAP/FL and College Prep faculty, Testing Department and Advisement
- Works as part of a team to coordinate curriculum, resources and to create a cost effective plan of operation for the EAP and College Prep facilities
- Facilitates the alignment of lab support for academic instruction
- Develops web-site and on-line learning opportunities
- Ensures adequate staffing of qualified, trained paraprofessionals to assist the students with technical applications and to offer tutoring in specific subject areas
- Serves on College-wide and West Committees including the College-wide Computer Courtyard Group, College Prep and EAP Lab Manager
- Maintains current on technological innovations and software by pursuing on-going training and professional development opportunities
- Makes recommendations regarding appropriate equipment, software and resources to meet the needs of students, including maintaining and ordering adequate stocks of lab supplies and instructional materials
- Supervises the maintenance of computer equipment and software in concert with the Network Services liaison at West
- Ensures that there is adequate staffing of qualified, trained paraprofessionals to assist students with technical applications and to offer tutoring in specific subject areas
- Assists with the distribution, proctoring, assessment and analysis of the Florida State Exit Exam
- Assists and provides oversight of grading and grade input for EAP writing and speech lab courses
- Assists the academic department with providing EAP and College Prep student authorization for the College's basic skills exam
- Prepares lab schedule for staff in coordination with academic department and in accordance with student needs
- Assists the faculty and staff with serving students by providing regularly updated information regarding lab services and resources and other support or assistance as needed
- Assists with providing advisement/registration and placement for vocational program students, College Prep and EAP students
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of instructional technologies and strong computer skills
- Excellent organizational and communication skills (verbal and written)
- Supervisory skills
- Ability to write reports, business correspondence, and procedure manuals
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to effectively present information and responds 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 direct in a manner conducive to full performance and high morale
- Ability to communicate effectively at all levels is essential
- Ability to promote and maintain effective working relationships
- Ability to work flexible schedule including evenings and weekends

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 moderate.

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 regularly required to sit and reach with hands and arms; 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-Eessential

Minimum Requirements:

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

- Bachelor's degree and five (5) years experience or
- Master's degree and one (1) year of experience in classroom and/or lab instructional setting

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name