



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Lab Manager/Supervisor/Instructional Technology Support Specialist
Reports To: Director of EFA
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 09/2009
Last Revised Date: 09/2009

Summary:

Supervise and facilitate instructional technologies, computer lab equipment and facilities by performing the following duties.

Essential Duties and Responsibilities:

- Assist students with software and hardware applications during class and computer lab time
- Assist instructors with their instructional media and technology needs for the classroom
- Support students' work in fine arts digital media and uses of social media networks
- Format computers and install software on machines
- Maintain and troubleshoot computers and lab equipment
- Research new products and software updates for use in EFA labs
- Assist with development and maintain a budget for ordering additional equipment and supplies
- Order equipment and supplies, schedule product delivery so as to least disrupt instructional activities
- Explore new technologies and media resources for future planning and implementation
- Assist in the creation of EFA social network to connect students and instructors online
- Maintain, moderate and update EFA social networks
- Assist with development of media presentations for classes both online and off
- Support EFA instructors in use and development of social networks
- Research and develop new methods of communication and presentation for fine arts classes
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree from four-year College or university and one to two years related professional experience and/or training; or equivalent combination of education and experience.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Ability to communicate effectively including listening, reading, speaking and writing.

Works in a team oriented fashion with art educators

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to write reports, correspondence and documentation

Effectively present information in front of groups and engage in audience

Adapts to frequent changes in the work environment

Practices safe work habits

Uses equipment and material properly

Supervisory Responsibilities:

Supervise students in open studio and lab times.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.