



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Computer Lab Manager	Location:	School Site
Reports To:	Principal	Supervises:	Students
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	199 days / 10 months	Salary:	See lhUSD.org website

Education and Experience Requirements

High school diploma or equivalent

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

The person who occupies this position shall possess qualifications for assisting students and staff with gaining knowledge in the use of computers in a network setting. This includes familiarizing students with the operation of computers in a lab setting. In addition, the person shall be responsible for troubleshooting, maintaining and repairing computers and computer accessories at the school site. This position requires a pleasant and very positive personality and must be able to work cooperatively with staff, students and the public.

Qualifications

- Computer literacy
- Ability to communicate effectively orally and in writing
- Knowledge of computer hardware and software
- Excellent skill in relating to children, staff and public
- Ability to work effectively without direct supervision
- Personal qualities associated with good human and interpersonal relations
- Good health, physical stamina, fitness and vitality

Responsibilities and Requirements

- Acquaint staff and students with the proper care and use of the computers and associated software programs
- Supervise/monitor students in the computer lab as directed
- Maintain student enrollment database(s) for networked/lab software applications
- Provide initial response (troubleshoot and repair) in a timely manner for computer, computer accessories and connectivity issues reported by the staff; contact tech support or network administrator as needed
- Perform routine system maintenance of computer equipment and software such as cleaning computer surfaces, ensuring updates performed as needed, backing up databases periodically, erasing old files on lab computers/server, running database fix programs, etc.
- Install and update computer hardware/components and software as directed by tech support or network administrator
- Assist in the planning and deployment of staff development sessions throughout the year
- Recommend and order as directed computer software and other materials to support and enhance curriculum
- Maintain order in the computer lab and ensure adherence to school/District policies related to the use of computer equipment and software
- Maintain school web site as directed by site administrators
- Perform other duties when assigned by the building principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information

- Must be able to pass a fingerprint clearance and background check



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EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.