

## INTERVENTION LAB SPECIALIST

### **BASIC FUNCTION:**

Provide support in instructional lab, run student reports for teachers, provide training to staff on instructional lab to demonstrate how it supplements textbooks and other instructional materials.

### **REPRESENTATIVE DUTIES:**

- Train and oversee tutorial lab staff in regards to curriculum development, account maintenance, reports, grades and lab rules; provide first level technical support. **E**
- Create and maintain student accounts and class accounts. **E**
- Customize tutorial curriculum to meet school/teacher/student needs. **E**
- In cooperation with certificated staff, create supplemental instructional materials for use in the tutorial lab. **E**
- Work directly with students assigned to tutorial lab in math and ELA in remediation. **E**
- Meet with all tutorial lab students to implement a successful course program. **E**
- Coordinate the tutorial lab organization and rule violations. **E**
- Prepare and maintain accurate files, records, and reports related to tutorial lab students and lab activities. **E**
- Meet with 9<sup>th</sup> grade English teachers and act as a resource. **E**
- Inventory and disperse tutorial lab and related program materials. **E**
- Maintain and run database, repair utilities and troubleshoot operating system. **E**
- Install new licenses and curriculum; update and upgrade courseware and operating system. **E**
- Other related duties as assigned.

### **KNOWLEDGE OF:**

Hardware and software configuration and troubleshooting, including basic network operations.

Operation, adjustment and minor maintenance of microcomputers and peripheral equipment.

Basic instructional and reinforcement methods and techniques.

Appropriate student conduct and safe practices in lab activities.

Requirements of maintaining a tutorial lab in a safe, clean and orderly condition.

Basic subjects taught in high school including arithmetic, grammar, language, social studies, science and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Provide instructional assistance to individuals or groups of students.  
Reinforce instruction to individuals or groups of students.  
Coordinate and schedule the use of the tutorial lab.  
Operate, demonstrate, maintain and adjust a variety of microcomputers and related equipment.  
Respond to questions and assist students and staff with software programs and equipment.  
Select programs and related materials appropriate for subject and grade level according to established guidelines.  
Communicate subject matter in a clear and accurate manner.  
Exercise patience, tact and sensitivity with students.  
Understand and follow oral and written directions.  
Learn the procedures and functions of assigned tutorial lab.  
Communicate effectively with students and staff.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain effective working relationships with others.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Graduation from high school supplemented by college-level course work in a related field and two years experience in an educational environment or working with a microcomputer network.

**WORKING CONDITIONS/ENVIRONMENT:**

Tutorial lab environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to view a computer monitor.  
Dexterity of hands and fingers to operate a computer keyboard.  
Bending at the waist, kneeling or crouching.  
Lifting moderately heavy objects.

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