

**Macon County Board of Education  
Tuskegee, Alabama**

**Position:**                   **Computer Laboratory Facilitator**

**Supervisor:**               **Principal /Supervisor**

**General Job Description:** To offer supplemental support to the regular classroom instruction with the use of various computer-assisted programs.

**Essential Duties and Responsibilities:**

- Monitors laboratory activities; enforces rules and regulations and ensure a safe environment conducive to learning.
- Works with regular instruction classroom teacher to address specific instructional needs of students while in the laboratory.
- Assists students with laboratory class-related problems, tutor students, review student lab work, and monitors student progress.
- Maintains a daily log of laboratory activities.
- Monitors the status of the computer lab equipments and supplies, and notifies the appropriate person of needed repairs and materials and supplies.
- Performs simple maintenance of equipment, when needed.
- Maintains a library of materials which may include books and software.
- Maintains a laboratory Log of Fixed Assets.
- Participates in ongoing professional development as it relates to assigned duties.
- Other duties and responsibilities within the scope of the function of the Lab, as assigned by Supervisor.

**Qualifications:**

- A Bachelor's Degree
- Proficient knowledge and use of computers and software applications
- Ability to work independently with minimum supervision
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Terms of Employment**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.