State College of Florida, Manatee-Sarasota
Job Description

Job Title: Lab Instructor – Language and Literature
Reports to: Department Chair/Program Manager
FLSA Status: Exempt
Level: E16
Position Class:

Job Summary:
The major function of this position is to supervise an instructional laboratory for students taking language courses and provide instruction related to the use of computers, electronic equipment and specialized software. Organizes and maintains equipment and materials, tutors students, consults with faculty and assists department chair in the general coordination of the instructional laboratory.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Identifies specialized computer software needs and designs prototype computer for imaging.
   Plans, manages, and coordinates computer lab build projects each semester.

2. Develops lab and orientation materials. Establishes language laboratory policies and procedures and the guidelines to communicate these to students, staff and instructors.

3. Maintains computers and laboratory equipment, assuring readiness for use daily. Arranges for repairs as necessary. Coordinates and instructs students in proper use of equipment.

4. Instructs students in the use of computers, electronic equipment and specialized software. Monitors and supervises students’ use of the computers, equipment and specialized software in the laboratory. Instructs students in the use of QUIA electronic workbook.

5. Researches and identifies electronic resources to help students master their target language.
   Plans, implements, trains, and supervises the students, staff, and faculty on the use and availability of resources in the laboratory.
6. Instructs students on learning techniques and study habits to assist them to master learning a second language. Instructs, tutors, and advises students regarding study resources available in the laboratory.

7. Instructs students on the use of specialized software for web-page creation and presentations to practice and extend their vocabulary.

8. Designs and prepares forms to track student progress and attendance and communicates this information to instructors. Observes and evaluates workbook progress and other learning concerns and communicates problems identified to instructor.

9. May supervise, assign work and train lab assistants, temporary workers, and/or student assistants or other staff as required.


11. Evaluates the need for laboratory staff and selects laboratory assistants to meet the needs. Trains, supervises, and monitors laboratory assistants in the performance of their duties.

12. Maintains computers, laboratory equipment, and furnishings and arranges for repairs as necessary.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree or equivalent from a four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience. Previous experience tutoring and/or teaching college students is preferred.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance. (Except in math and science labs.)
In math and science labs, the following is required:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  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/chart, or schedule form.

- **Computer Skills**
  Intermediate knowledge of word processing, spreadsheets, Internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, database and other College required software. Must remain current with technology changes.

- **Certificates and Licenses**
  N/A

**Responsibility for People and Property:**
Responsibility for routine maintenance of lab equipment. Performs work as “lead” employee for laboratory staff and students.

**Responsibility for Communication:**
- **Internal Contacts**
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other SCF administrative and support departments.

- **External Contacts**
  Frequent contact with vendors; occasional contact with prospective students, general public, and professionals appropriate for discipline.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 the job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and is occasionally required to lift and/or move up to 25 pounds. This employee is occasionally required to sit and climb or balance.
Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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