

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TITLE I LAB MANAGER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Typing and computer skills required.
- (3) Minimum of two (2) years of appropriate experience.
- (4) Two years of college or better or a Passing score on the ParaPro Test.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer applications. Ability to relate to people in a positive manner.  
Demonstrated skills in effective written and oral communications. Ability to organize and prioritize.

#### REPORTS TO:

Coordinator of Title I, Part A

#### JOB GOAL

To maintain a dedicated Title I Resource Lab space equipped with appropriate learning materials for Teachers, Parents and Students of eligible Title I Schools.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Plan and coordinate all activities associated with the lab including annual school visits as requested and scheduled by school administration.
- \*(2) Maintain equipment in the lab to ensure all is in working order and has appropriate supplies (copier, laminator, poster-printer, computer).
- \*(3) Maintain controls for use of copier to ensure lease does not exceed budget allocations.
- (4) Maintain an inventory and ordering of all lab supplies.
- (5) Collaboration with district instructional staff, classroom teachers and school staff to provide appropriate supplemental student resources.
- \*(6) Maintain accurate records of all lab activities and visitors.
- \*(7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**LAB MANAGER (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 3  
Group 4 of the ESP Salary Schedule  
DOE Job Code 63094**

**Board Approval, 03/11/2025**