

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Lab Supervisor
Location: Northwest Career & Technical Center
Job Group: Union Support Staff
Reports to: Director, Northwest Career & Technical Center

Summary: Assists the program instructor in the education of students including management of student behavior; instructional assistance; leading groups of students with relative independence in activities; classroom and field work/laboratory safety, security, set-up, and organization; and interaction and communication with students, support staff, parents/guardians, and other internal and external constituents. Takes responsibility for a variety of facets of the program including but not limited to ordering, billing, monitoring program budget, communicating with vendors, scheduling events, and independently participating and supervising offsite activities. This position requires flexibility to support a variety of programs, in all-weather elements both on and off campus.

Essential Duties and Responsibilities: Willingness to obtain License. Other duties may be assigned.

Planning and Preparation:

1. Assists with the preparation and setup of lesson materials, exhibits, demonstrations, and equipment for use in the classroom and/or for laboratory/field-based activities.
2. Assists the program instructor with the development of appropriate work guidelines and procedures for students consistent with industry standards and best practices in the field.
3. Oversees and carries out daily facility maintenance tasks related to the program; organizes and maintains supplies, computers, tools, and equipment used in the program, ensures safety and sanitation guidelines are followed before and after each day.
4. Discusses assigned duties with program instructor in order to coordinate instructional efforts.
5. Supports instructor with inventory management and ordering of materials and supplies in the lab. Ensures that tools and materials remain in working order.

Instructional and Classroom Support

1. Under the guidance and direction of the program instructor, plans and coordinates daily activities in the lab.
2. Provides instruction to students within the established program under the direction of the program instructor(s). Specifically, the Lab Supervisor:
 - a. Follows instructor's plans regarding the daily operations of the classroom and/or laboratory/field.
 - b. Tutors and assists students individually or in groups in order to help them master assignments and to reinforce learning concepts presented by the program instructor(s).
 - c. Reinforces subject matter to students using varied methods of instruction.
 - d. Models appropriate skills, behavior and techniques.
 - e. Assists students with difficult or unusual tasks or problems.
3. Monitors students' work and advises program instructor(s) on students' skills and effectiveness in the program.
4. Assists the program instructor with providing a safe learning environment for all students.

- a. Takes all necessary and reasonable precautions to protect students, equipment, and materials.
 - b. Teaches, models, and practices which may be mandated by the Vermont Agency of Education (AOE).
 - c. Trains new students, monitors work, assists with difficult or unusual tasks or problems.
 - d. Advises program teacher(s) on student skills and effectiveness.
 - e. Provides instruction and demonstration on proper techniques, use and care of equipment and materials, and carrying and storing of materials and tools used in the program under the direction of the program instructor.
 - f. Monitors students in the use and care of equipment and materials, in order to prevent injury and damage.
 - g. Ensures students follow established health and safety regulations, standards, and guidelines relative to the program.
 - h. Assists with the supervision of students in classrooms, hallways, school grounds, and on field trips or during field-based/laboratory work.
5. Understands and demonstrates the role, responsibility, legal, and ethical requirements of the specific industry and trade.
6. Helps enforce and communicate rules and expectations for behavior and procedures for maintaining order among the students; monitors classroom activity at all times, determines need for intervention, and brings student conflicts to instructors' attention; implements student behavior support plan as needed.
7. Carries out record keeping functions related to the program under the direction of the program instructor.
 - a. Takes class attendance and maintains attendance records.
 - b. Tracks and manages student participation in Career Work Experiences.
 - c. Oversees and maintains daily documentation of hours for each student.
 - d. Coordinates and communicates CWE.
 - e. Prepares letters of recommendation for student workers for future employment.

Other Responsibilities:

1. Follows all school rules, administrative regulations, and MRUSD policy and procedure; assists in upholding and enforcing all administration regulations and rules governing students.
2. Attends and actively participates in building level staff meetings, EST/504/IEP meetings, in-service, district meetings and other school and district committees, meetings, projects, or events as required or requested.
3. Assists the program instructor(s) in planning and evaluating program effectiveness and identifying program needs.
4. May substitute for program instructor(s) in their absence.
5. Performs general or clerical support duties as needed (e.g., typing, filing, and duplicating materials; collecting permission slips for field trips; distributing and/or collecting teaching materials, homework assignments and tests).
6. Participates in general program activities as assigned and accompanies class and program instructor(s) on field trips.
7. Other duties as assigned.

Supervision Received: Supervised by the program instructor. Evaluated by the Northwest Career & Technical Center Director or his/her designee with input/feedback from the program instructor. Receives administrative direction from the Director and/or his/her designee.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience: A minimum of an associate degree, or the equivalent of two years of study (48 credits) at an institute of higher learning. Experience working with children/adolescents and adults especially those with special needs or at-risk of dropping out of school. Five or more years of recent industry experience in the related field is highly desired.

Certifications and Licenses: Willingness and ability to obtain and maintain a valid Vermont State License.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of organization, and community.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills and Experience: Ability to use Gmail for effective communication. Ability to enter and retrieve data from databases. Experience and ability to effectively use word processing programs - Microsoft Word experience preferred.

Reasoning Skills: 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, or schedule form.

Communication & Interpersonal Skills: Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Commitment and demonstrated ability to work with a team.

Supervisory Responsibilities: Ability to attend required or requested training, meetings, and professional growth activities outside of school hours (i.e. summer, vacations and after-school).

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.

Terms of Employment and Evaluations: Per Master Agreement

Date: 8/8/23

Adapted from a similar job description at Essex Westford School District.

This general outline illustrates the type of work that characterizes the Job Title. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the job title. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.