



Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, Colorado 80903

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ANNOUNCEMENT OF POSITION VACANCY

Location: Divine Redeemer Catholic School

Date Posted: March 3, 2023

Closing Date: Until filled

Job Title: Computer Lab Supervisor

Date position will become available: August 1, 2023

Salary range: \$13.65/hour

Minimum qualifications:

- High school diploma or GED
- Person of strong faith and actively engaged in faith community

Job Summary:

The computer lab supervisor oversees the operation of the school's computer lab and iReady program, ensuring smooth and efficient functioning. This person will aid students in accessing iReady and oversee student completion of assignments.

Performance Responsibilities:

- Child centered and child focused
- Create a positive classroom environment
- Excellent collaborative skills
- Effective classroom management skills
- Excellent organizational and academic skills
- Energetic, creative, innovative, flexible
- Excellent parent communication/collaboration skills
- Must work well within the Unified Catholic School system
- Assist lab users with computer-related issues
- Operate computers and the network
- Supervise lab equipment
- Demonstrate to students in the lab the proper use of equipment and how to use the hardware and software
- Detect technical problems and communicate those with IT staff
- Maintain safety and proper working conditions for the lab users
- Create and update google accounts for students and teachers
- Create and update students in Acadience data management for k-2

Experience: Preferred

For more information on the position, please contact:

Person: Kari Smith, principal: ksmith@divineredeemer.net

School: Divine Redeemer Catholic School

Address: 901 N. Logan Avenue

Colorado Springs, CO 80909

Phone: 719-471-7771

Please visit our website for the application: <https://www.diocs.org/Directory/Catholic-Schools/Career-Opportunities/Employment-Application-Process> and submit to Susie Oppelt soppelt@diocs.org.