

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Accommodations Lab Manager

FLSA: Non-exempt

GENERAL SUMMARY

The Accommodations Lab Manager (ALM) plays a crucial role in providing students with the necessary support to utilize their Individualized Education Program (IEP) or 504 accommodations effectively. By facilitating specific accommodations such as extended time on assessments, small group testing, and oral administration of exams. The ALM creates an inclusive learning environment where every student can thrive. This role complements the support these students receive in their regular educational classrooms. Accommodation Lab Assistant reports to the school principal.

ESSENTIAL FUNCTIONS

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary;

Oversee and implement accommodations for students in the accommodations lab, ensuring a comfortable and supportive environment for assessments and learning activities;

Assists individual children with special needs and/or in need of special attention;

Work closely with teachers and educational staff to arrange accommodations for students.
Communicate effectively to ensure all necessary preparations are made in advance;

Act as a dedicated resource for students requiring support, providing guidance and assistance in navigating their accommodations;

Foster an atmosphere that alleviates anxiety and enhances student focus, allowing all students to perform to the best of their abilities;

Maintains a clean and orderly classroom;

Attends staff meetings as required; participates in-service training programs;

Establishes and maintains standards of student behavior necessary to achieve a functional learning atmosphere in the classroom;

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to provide assistance to teachers in a classroom setting; ability to follow directions of supervising teachers; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Patience, empathy, and a commitment to fostering an inclusive learning environment. Ability to collaborate effectively with educators, students, and families.

Working Conditions:

Working conditions are in a classroom environment and in any other school or community settings as needed.

Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

Responsibility:

Supervises students in and out-of classroom activities as assigned

Maintain the confidentiality of students and their families at all times

No budgetary or supervisory responsibility

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____