

SENIOR INSTRUCTIONAL LABORATORY TECHNICIAN

DEFINITION

Oversees and participates in the operation and maintenance of equipment, supplies and inventory. Performs technical, clerical, lead and tutoring duties in an Instructional Lab, and accommodates computer assisted learning programs to the curriculum assigned. Positions assigned to this classification may work, in an English, Math, Basic Skills, Writing, Office Skills, Word Processing, Disabled Students, Ceramics, Allied Health or Science Laboratory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by IT management personnel.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Directs and assists students individually and in small groups in laboratory work provided by instructors.

Monitors student progress.

Keeps records of student work according to established procedure.

Assists in coordinating and training lower-level staff.

Assists in the preparation of the budget, gathers data and drafts portions of grant proposals.

Coordinates the use of the Lab's equipment and facilities, prepares requisitions, and keeps records of supplies and equipment.

Maintains the security and physical appearance of the Laboratory.

Performs minor repair of equipment, and arranges for major repairs and assists repair person in determining sources of problems.

Demonstrates and supervises safe and proper use of equipment.

Research availability and replacement cost of equipment.

Assists faculty in recruitment, selection, and training of tutors, and supervises tutors working in the Lab.

Assists instructors in scoring and recordkeeping.

Translates and modifies computer assisted instructional programs in the subject area.

Tutors students in the subject area and assists them in computer use.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic composition.

English usage, grammar and spelling.

Ability to:

Understanding of the operation of word processors.

Understand and carry-out instructions.

Establish and maintain effective working relationships.

Establishes work priorities for staff and student assistants.

Demonstrate the proper utilization of equipment and materials.

Keep accurate records and perform basic statistical calculations.

Maintain detailed and accurate records for maintenance, inventory and budgetary purposes.

Operate a computer and other office equipment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university or equivalent or certification in the subject area of assignment.

Five years experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level.

Experience with computers, and computer-assisted instruction in the use of word processing programs.

Desirable:

Bachelor's degree in the assigned area from an accredited college or university preferred.