SENIOR INSTRUCTIONAL COMPUTER LAB TECHNICIAN

DEFINITION

Oversees and participates in the operation and maintenance of computer equipment, supplies and inventory. Performs technical, clerical, lead and tutoring duties in an academic computer lab. Accommodates computer assisted learning programs to the curriculum assigned.

Positions assigned to this classification may work in any of the Academic Computing Labs (English, ESL/Foreign Language, Math/Science, Music, Media Arts, Physical Science, San Gabriel and San Rafael labs.)

DISTINGUISHING CHARACTERISTICS

A Senior Instructional Computer Lab Technician assumes responsibility for student instructional assistance exercising independent judgment in the interpretation and application of classroom procedures and policy. May coordinate duties of lower-level staff.

An Instructional Lab Technician provides instructional support within a framework of established procedures. The work of this class requires a knowledge of general and discipline-specific software applications, and the ability to choose a limited number of alternatives in solving routine problems.

An Assistant Instructional Computer Lab Technician assists in providing instructional support within established guidelines and under immediate supervision. While a variety of tasks may be assigned, changes in procedures or exceptions are explained in detail as they arise.

SUPERVISION

Supervision is received by IT management personnel.

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

EXAMPLES OF DUTIES

Operates the lab's computers and network(s).

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

Coordinates work schedules and student assignments with the laboratory faculty supervisor.

Monitors student progress.

Keeps records of student work according to established procedure.

Assists in coordinating, training, and recording the hours of Instructional Computer Laboratory Technicians. Assistant Instructional Laboratory Technician and Student Workers.

Prepares the laboratory's annual 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.

EXAMPLES OF DUTIES (continued)

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.

Researches 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 for use in the laboratory.

Tutors students in 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.

Understanding of the operation of work processors.

The subject area of the laboratory assigned.

Safe storage, use and disposal of laboratory materials.

Maintenance and operation of the laboratory equipment.

Ability to:

Coordinate the tutorial program to provide effective coverage during the laboratory's hours of operation.

Assist and support the teaching of the subject area assigned.

Understand and carry-out instructions.

Establish and maintain effective working relationships.

Establish 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 of 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 in the subject area of assignment.

Five years of 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 work processing programs.

Desirable:

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