

INSTRUCTIONAL LABORATORY TECHNICIAN

DEFINITION

Performs technical, clerical, 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, Fine Arts Laboratory or Science Laboratory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an administrator or classified manager.

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

EXAMPLES OF DUTIES

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

Monitor student progress.

Keeps records of student work according to established procedure.

Assists in training of Instructional Aides.

Assists faculty in preparing the Laboratory's annual budget, and in gathering data and drafting 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.

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 other duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic composition.

English usage, grammar and spelling.

Understanding of the operation of word processors.

QUALIFICATIONS (continued)

The subject area of the Laboratory assigned.

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.

Demonstrate the proper utilization of equipment and materials.

Keep accurate records and perform basic statistical calculations.

Operate a computer terminal 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.

One year 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 word processing programs.

One year of experience working in the area assigned.

Desirable:

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