

ASSISTANT INSTRUCTIONAL LAB TECHNICIAN

DEFINITION

Assists in performing 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 or Science Laboratory.

SUPERVISION

Supervision is received by the Laboratory Manager. Direction may be provided by the Academic Personnel.

May provide work direction to student workers.

EXAMPLE OF DUTIES

Assists in demonstrating to students and faculty effective methods of using available equipment and facilities.

Assists in responding to student questions and concerns.

Assists in maintaining the security of tests, materials, equipment, and the facility.

Assists in collecting and reporting data regarding use of the lab and equipment performance.

Assists in maintaining inventory records of programs, supplies and equipment.

May assist in providing instructional assistance to faculty such as grading and recording student scores.

Communicates behavioral standards to students and operates within District and classroom rules, regulations, and protocol.

May proctor student examinations.

May proofread student work.

May assist in the recruitment, training and supervision of tutors.

Assists students individually and in small groups in laboratory work.

May assist in monitoring student progress.

May assist in coordinating work schedules and student assignments.

May assist in keeping records of student work according to established procedure.

Assists in maintaining the security and physical appearance of the Laboratory. Stay current in changing technology in assigned lab by reading and attending seminars and classes.

EXAMPLE OF DUTIES (continued)

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic composition.

English usage, grammar and spelling.

Understanding of the operation of word processors.

Ability to:

Establish and maintain effective working relationships with faculty, students and staff.

Assist in demonstrating the proper utilization of equipment and materials.

Assist in maintaining order in the lab.

Understand and carry out instructions.

Work effectively with supervision and when required exercise prudent judgment necessary to a multi-cultural learning environment.

Operate a computer and other office equipment.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Six months of experience supporting faculty and students in an academic lab.

Successful completion of 12 college semester units or 18 quarter units in the subject area of assignment.