

## POSITION DESCRIPTION

### Instructional Lab Technician III (Learning Center)

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**Position** ..... Instructional Lab Technician III (Learning Center)

**Department/Site** ..... Learning Center

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Learning Center Programs Supervisor

**Salary Range** ..... 39

#### **Summary**

Performs technical and instructional assistance to students in support labs designed to further the student's knowledge. Sets up, demonstrates, oversees, and develops instructional support in compliance with student lab requirements.

#### **Essential Duties and Responsibilities**

- Works with students individually and in class-sized groups to enhance their learning. Provides direct assistance in the use of equipment and materials needed for instruction as well as orienting students to the Learning Center support labs. Sets up established laboratory experiences for students as required by course outline or faculty direction, or instructional supervisor.
- Works with faculty and/or instructional supervisor to design, develop, or modify instructional support modules and materials that will be used in the instructional supports laboratories for different subject areas. Provides technical and instructional assistance to students, faculty and staff; troubleshoots and reports problems with equipment or software; may assist in setting up laboratories.
- Assists instructors and students in the laboratory.
- Facilitates small groups of student support.
- Administers learning support materials and tutoring to students as provided by instructors in class or lab environment.
- Designs, constructs and/or develops modules, and support materials for the delivery of desired instructional outcomes.
- Acquires, maintains, and inventories equipment, materials, and supplies such as but not limited to, written materials required for student instructional needs. Maintains equipment, supplies, labs, and materials used by students.
- Maintains records of laboratory activity, including forms and data or otherwise retaining information regarding the acquisitions, maintenance and distribution of supplies, and/or written materials and lab usage. Compiles complex reports regarding usage statistics.
- Provides for the general cleanliness and security of the supports labs. Participates in providing oversight for students in the instructional support labs. Reports maintenance problems as they occur.
- Oversees the work and scheduling of student and on-call helpers. Coordinates their activities in support of the instructional goals. Recruits, hires, and trains student helpers in appropriate instructional and technical aspects of their work. Maintains records for pay purposes.
- Proctors exams including those from on-line, or distance learning courses. Administers other instructional, human resources, or assessment exams.
- Performs other duties as assigned that support the overall objective of the position.

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#### **Qualifications**

##### **Knowledge and Skills**

- Specialized knowledge of the principles, practices, procedures, and techniques of adult learning theory and instructional support.
- Requires a well-developed knowledge of instructional methods and techniques.
- Requires in-depth knowledge of providing instructional support and/or procedures, organization, instructional equipment, and testing procedures.
- Requires a proficient knowledge of computers, computer instructional materials, MS Office products including Excel and web-based programs and instructional computer programs.
- Requires proficient reading, math, and writing skills to perform individual and small group tutoring.
- Requires sufficient human relations skill to facilitate learning with small groups and to convey instructional concepts to others.
- Requires sensitivity to the needs and behavior of students of various ethnic, racial, disability, and cultural backgrounds.

##### **Abilities**

- Ability to carry out responsibilities of the position including delivering instructions to small groups, designing and setting up lab assignments, materials, and tests, as well as assisting in directing student learning.
- Ability to maintain the lab equipment in a safe and organized manner.
- Ability to instruct students in the use of equipment and programs.
- Ability to perform complex record keeping and report writing.
- Ability to organize and prioritize work and manage time effectively.
- Ability to communicate in both formal and informal settings with students, instructors, and other interested parties.
- Ability to coordinate activities of students and aides.
- Ability to perform work assignments at all District locations and functions.
- Ability to work varying schedules including evenings.
- Ability to act independently, be open-minded and flexible.
- Ability to organize, set priorities, and work independently with a minimum of supervision.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors and outdoors in a classroom/laboratory environment engaged in work of a moderately active nature.
- Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium-to-heavy weight materials up to 50 pounds, reach from awkward positions, and to move to work stations, lab, and campus buildings.
- Requires sufficient arm, hand, and finger dexterity to setup experiments and use a computer keyboard and other office equipment.
- Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.
- Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

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#### **Education and Experience**

- A bachelor's degree, and two years of instruction or tutoring experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and four years of instruction or tutoring experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of instruction or tutoring experience.

#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.