

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Allied Health

Unit: Office Technical

Page: 1 of 2
Job Code: J1903
Original Date: 11/2016
Last Revision: 11/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in an instructional laboratory environment in Allied Health programs (dental assistant, medical assistant, physical therapist assistant, and radiologic technology).

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of an instructional laboratory environment in Allied Health programs; train and provide work direction to instructional assistants and student assistants.
2. Assist instructors, staff, and students in the use of a variety of equipment, materials, and supplies found in Allied Health laboratories/clinics.
3. Prepare and issue materials and equipment for student use; maintain records of materials and equipment.
4. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification.
5. Prepare instructional materials and equipment for instructor demonstration and student laboratories as requested according to approved procedures.
6. Clean and reset laboratories/clinics after use.
7. Test, adjust, maintain, and make minor repairs on equipment in the laboratory.
8. Maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
9. Provide technical assistance in the preparation of specifications for equipment and material purchases; recommend selection of equipment as requested; may interview vendors to assess new equipment and supplies.
10. Assist in the preparation of the laboratory budget; maintain and monitor Allied Health program records and reports, including budget expenditures and student examinations.
11. Collect, prepare, and maintain information for student program records; monitor students during laboratory/clinical assignments; record test results.
12. Assist faculty in preparing and maintaining records as required by Allied Health accreditation agencies.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

- Computer records management.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles, practices, procedures, and equipment found in a community college Allied Health program laboratory.
- Record-keeping techniques.
- Safety regulations involved in handling equipment and apparatus used in an Allied Health program laboratory/clinic.
- Technical aspects of the field of specialty.

Skills and Abilities:

- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying principles of Allied Health programs.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Demonstrate competence in the field of Allied Health programs.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Issue and receive equipment and supplies.
- Learn and apply techniques of precise measurement and notation.
- Make simple arithmetic calculations.
- Maintain equipment at a high state of operation.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: satisfactory completion of an approved Allied Health program with at least 15 semester units of course work and at least two years of successful work experience in a related field. Experience in an instructional setting is desirable.

Licenses/Certificates:

- C.P.R. certificate

WORKING CONDITIONSPhysical Requirements:

- Category II

Environment:

- Favorable, involves an instructional laboratory setting. May be exposed to fumes from chemicals.