

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

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**Job Code:** J1060  
**Original Date:** 01/1991  
**Last Revision:** 05/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 23

**Title:** Instructional Lab Technician / Photography

**Unit:** Office Technical

### **DEFINITION**

Under the direction of an instructor or assigned supervisor or manager, perform complex technical and clerical work in an instructional laboratory setting, supporting the instruction in the subject of photography. Assist instructors and students in the effective use of laboratory supplies, materials, chemicals, and equipment and maintain laboratory in a clean, safe, and functional condition according to approved procedures.

### **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 preparation, operation, and maintenance of the photography labs. Supervise students in the open laboratory. Train and provide work direction to Instructional Assistants, student assistants, and hourly staff. Maintain laboratory and tech area in a safe, clean, and orderly condition.
2. Assist students with skills acquisition related to identified clinical deficiencies. Assist and oversee student selection and use of materials and equipment and answer routine questions regarding equipment, materials, supplies, and safety procedures; assist students to understand assignment by reinforcing instruction provided by the instructor.
3. Prepare and issue photography equipment for student use; operate a variety of equipment related to the Photography Department.
4. Mix and maintain chemicals and wash and dry prints. Prepare chemicals, solutions, and equipment for instructor demonstration and student laboratories as requested; design equipment for experiments. Prepare equipment for instructor demonstration, student practice, and evaluation.
5. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories; ensure adequate quantities are available for instructional use.
6. Test, adjust, and maintain laboratory, apparatus, and equipment; make calibrations to equipment as necessary. Run diagnostic tests and coordinate equipment repairs according to district policy.
7. Perform preventative maintenance on equipment. Trouble-shoot and resolve problems related to photography equipment and apparatus; make minor repairs on equipment and apparatus; ensure all laboratory equipment for proper operation on a daily basis.
8. Perform routine clerical duties, such as answering telephones, taking messages, providing information regarding the photography program, greeting the public, maintaining attendance records, scoring and recording student assignments, preparing reports, and maintaining records and files.

9. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
10. 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, services, supplies, and information. Assist in the evaluation of equipment and apparatus to be considered for purchase.
11. Develop and coordinate training programs, including written exams for Instructional Assistant and student workers, acceptable to OSHA and other regulatory agencies.
12. Assist in the preparation of the laboratory budget; monitor budget expenditures related to equipment, supplies, and materials.
13. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various racial, ethnic, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional lab and learning centers for photography.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Principles, practices, procedures, and equipment used for photography.
- Record-keeping techniques.
- Safety regulations involving chemicals, photographic equipment, and hazardous materials.
- Technical aspects of all areas of photography.

#### Skills and Abilities:

- Assemble, maintain, and repair of all laboratory equipment.
- Assist students in understanding and applying basic principles of photography.
- Communicate effectively both orally and in writing.
- Demonstrate competence in the field of photography.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Issue and receive equipment and supplies.
- Learn and apply techniques of precise measurement and notation.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operation of specific equipment related to photography.
- Perform minor maintenance and repair of photographic equipment.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment.
- 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 core courses required for an Associate's Degree in photography and at least two years of successful journey-level work experience in photography. Experience in an instructional setting is desirable.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Involves a photography instructional laboratory setting. Subject to exposure to chemical fumes and hazardous materials associated with photographic processes. At times, working in darkened rooms.