San Diego Community College District
NANCE CLASS SPEC

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Job Code:	N1440
Original Date:	08/2008
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: **Instructional Lab Technician**

Unit: **Non-Academic/Non-Classified Service**

FUNCTION:

Under the direction of an assigned supervisor, assist in the instructional program by performing complex technical work in an instructional laboratory environment for a highly technical and complex vocational or academic subject area.

DESIRABLE QUALIFICATIONS:

Qualifications are dependent on the specific option (physical or life science, computer science, electronics, media production, animal health, or auto mechanics) to which assigned and vary depending on assignment. Experience and fifteen semester units of courses related to the field of specialty. Experience in an instructional setting is desirable. Valid California driver's license.

Some positions, such as the one assigned to animal health, may require state certification.

TYPICAL DUTIES INCLUDE:

- Set up, operate, and maintain laboratory, classrooms, lab equipment, machinery, and tools.
- Assist students in the completion of assignments related to assigned instructional area.
- Tutor students individually or in small groups, reinforcing or following-up on instructions provided by the instructor.
- Provide relevant information to instructors regarding student progress.
- Assist instructors, staff, and students in the use of a variety of equipment, materials, and equipment.
- Prepare and issue materials and equipment for student use; maintain records.
- Assist in maintaining instructional supplies, materials, tools, and equipment by checking items in and out.
- Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories.
- Prepare materials and equipment for instructors' demonstration and student laboratories.
- Test, adjust, maintain, and perform minor repairs to apparatus and equipment.
- Maintain laboratory and/or storeroom in a safe, clean, and orderly condition.