

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Child Development

Unit: Office Technical

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Job Code: J1152
Original Date: 01/1991
Last Revision: 05/2016
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 Child Development Lab that serves as a model for the Child Development Instructional Program by performing complex technical work in an instructional laboratory environment. This laboratory is a teaching facility, integrating child development theory and practice in a preschool environment.

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 a child development instructional laboratory; train and provide work direction to Instructional Assistants and student assistants.
2. Assist in the instructional program by developing and implementing child development activities, serving as a positive child development role model for students and parents and providing a safe and secure environment for children.
3. Prepare instructional materials and maintain a variety of records; perform all necessary clerical support required by the District and licensing regulations.
4. Assist in the Program Quality Review; attend staff and planning meetings.
5. Assist in planning, preparing, and serving nutritious snacks for children.
6. Assist in the evaluation of children's progress.
7. Perform light housekeeping duties, maintaining rooms and children's work space in a safe, sanitary, and orderly condition to provide an "optimum environment."

DESIRABLE QUALIFICATIONS

Knowledge:

- Current concepts used in Early Childhood Education.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Health, safety, and nutrition requirements of pre-school children.
- Instructional methods and techniques.
- Computer software and hardware.
- Oral and written communication skills.

Principles and practices of work direction and training.
Record-keeping techniques.
Safety regulations for field of specialty.
Technical aspects of child development.
Various stages of child growth and development.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Assist in planning and implementing learning activities for pre-school children.
Assist students in understanding and applying principles of child development.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships.
Explain work assignments to students.
Lift equipment and children weighing up to 50 pounds.
Maintain records and prepare reports
Make simple arithmetic calculations.
Meet schedules and deadlines.
Operate office equipment, including computers and applicable software.
Perform routine clerical work.
Plan and organize work.
Relate effectively with people from varied cultural and socio-economic background.
Train and provide work direction to others.
Understand and follow complex written and oral directions.
Work cooperatively with others.
Work independently with minimal direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to child development and at least two years of successful work experience in the field of child development. Experience in an instructional setting is desirable.

Licenses:

Child Center Permit
First aid and CPR certificate

WORKING CONDITIONS

Physical Environment:

Category II, lift equipment and children weighing up to 50 lbs.

Environment:

Favorable, involves working with children and students.