

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Learning Resources

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Unit: Office Technical

Job Code:

J1106

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 instructional program by performing complex technical work in an instructional multimedia 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 Independent Learning Center or other multimedia environment 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, media clerks, and/or student assistants.

### **EXAMPLE OF DUTIES**

1. Oversee the operation and maintenance of an instructional support service which may include audio-visual, computer, and telecommunication equipment; train and provide work direction to other staff and students; coordinate and assign work of subordinates; interpret policies and procedures.
2. Assist faculty, staff, and students in the proper use of audio visual and other media equipment, including computers and related software; develop, produce, and edit media materials and programs; assist Librarians in guiding patrons in the use of print, non-print, and computerized resources and in answering reference questions.
3. Prepare and issue materials and equipment for student and faculty use and maintain records of that use; utilize print indexes and computerized databases.
4. Order, receive, catalog, and store supplies, materials, equipment, including computer components; maintain inventories ensuring that adequate quantities are available for timely instructional use.
5. Arrange scheduling of media, computer equipment, and software for classroom demonstrations; research and compile instructional materials for library orientation sessions; assist faculty and librarians by pre-testing software and equipment and correcting discrepancies that may arise; provide lead responsibilities for a campus-wide function such as film rental and loan services.
6. Test, adjust, maintain, and perform minor repair and preventive maintenance on a variety of audiovisual and other media equipment, including computer and telecommunications equipment; determine the need for major repair of equipment and initiate request for repair to the appropriate department.
7. May assist in the preparation of department budget; monitor expenditures for assigned campus budgets.
8. Maintain campus and off-campus storeroom areas in a safe, clean, and orderly condition.
9. Participate in the preparation, specification, selection, evaluation, and acquisition of equipment and software purchases; may interview vendors to assess new equipment and supplies; coordinate preview service to faculty for new materials for their purchase selection.
10. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

- Applicable laws and regulations.
- Basic operating knowledge of word processing, spreadsheet, and database programs.
- 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.
- Interpersonal skills using tact, patience, and courtesy.
- Operating systems of the equipment to be used.
- Operation, use, maintenance, and repair of instructional media services machines and equipment.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Principles, practices, and procedures of learning resources facilities.
- Record-keeping techniques.
- Safety regulations involving equipment and materials found in a learning resources center.
- Technical aspects of media technology, production, and equipment.

**Skills and Abilities:**

- Assemble, maintain, and repair media equipment.
- Assist students in understanding and applying basic principles of a multimedia environment.
- Communicate effectively both orally and in writing.
- Coordinate technical instructional media services and distribution of equipment.
- Demonstrate competence in the field of media production, computers, and telecommunication.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain and comply with applicable laws and regulations.
- Explain work assignments to students.
- Issue and receive equipment and supplies.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate a variety of instructional services media equipment and machines.
- Plan and organize work.
- Provide technical information and assistance related to instructional services to administrators, faculty, staff, and students.
- 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 15 semester units of courses related to learning resources or library/media technology, computers, and telecommunication and at least two years of successful work experience in the field of learning resources. Experience in an instructional setting is desirable.

**WORKING CONDITIONS****Physical Requirements:**

Category II

**Environment:**

Favorable, involves a learning resources setting.