

San Diego Community College District

CLASSIFICATION DESCRIPTION

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Job Code: J1262
Original Date: 01/1991
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

Title: Instructional Assistant / Photography

Unit: Office Technical

DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, assist in the instructional program by performing complex technical work in a photography instructional laboratory.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical and clerical duties, requiring experience in the field of Photography. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Control the circulation of photography supplies, materials, tools, and equipment to students and instructors by checking items in and out, maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.
2. Assist students in the proper selection, operation, and care of photographic materials and equipment; assist students to understand assignments by reinforcing instruction provided by the instructor.
3. Oversee the preparation and maintenance of the photography labs; mix and maintain chemicals and wash and dry prints.
4. Perform clerical duties, such as answering telephones, taking messages, opening and routing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports, and maintaining records and files.
5. Process incoming supplies, materials, tools, and equipment by identifying and labeling items and maintaining appropriate records.
6. Operate a variety of equipment related to a Photography Department.
7. Adjust, calibrate, and maintain equipment periodically; clean and collimate enlargers; check and tighten screws and bolts; check and adjust accuracy of darkroom timers and light meters.
8. Provide information to students, instructors, and others as requested; ensure that students observe appropriate safety procedures.
9. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
10. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
11. Provide training and work direction to student aides and hourly assistants.

12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of photographic processes, especially darkroom.
- 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 communication skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving field of specialty.
- Technical aspects of photography.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- 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.
- Perform minor maintenance and repair of photographic equipment.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment.
- 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: three years of tutoring, instructional, or work experience related to a photography environment and satisfactory completion of sufficient specialized training in the photography field to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Involves a photography instructional laboratory setting. Subject to exposure to fumes and chemicals associated with photographic processes.