

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Sculpture / 3D Design

Unit: Office Technical

Page: 1 of 3
Job Code: J1904
Original Date: 07/2018
Last Revision: 07/2018
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 laboratory environment in the subject of Sculpture/3D Design.

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 the sculpture facilities (wood shop, metal shop, sculpture studio, student gallery) and instructional laboratory environment in the sculpture program; train and provide work direction to instructional assistants and student assistants; maintain instructional areas, wood shop, metal shop, studio, and student art gallery in a safe, clean, and orderly condition.
2. Assist faculty in the operation of the student art gallery; assist in developing guidelines and procedures governing the use of the student art gallery.
3. Assist faculty, students, and staff in the proper use of facilities, equipment, materials, and supplies common to the sculpture facilities. Ensure that safety and security procedures are appropriately observed.
4. Explain sculptural concepts, principles, and terminologies and provide information to students, instructors, and others.
5. Assist students in the completion of assignments; tutor students individually or in small groups; reinforce or follow up on instructions provided by the instructor; provide relevant information to instructors regarding student progress. Greet visitors, conduct group tours, and answer questions about the sculpture program, Art Department, and special programs.
6. Order, receive, catalog, and store supplies, materials, and related services; maintain appropriate records and local inventory control for equipment and materials. Provide technical assistance in the preparation of specifications for equipment, services, and material purchases; recommend selection of equipment as requested. Schedule repairs of equipment according to approved procedures.
7. Control the circulation of instructional supplies, materials, tools, and equipment to students and instructors; check items in and out, maintain appropriate records and inventories.
8. Monitor expenditures and assist in preparation of the sculpture program budget. Review, predict, and make budget recommendations.
9. Make minor repairs on equipment; check, repair, replace, adjust, and maintain equipment; make visual and operational checks of instructional spaces and equipment.

10. Prepare materials for instructor demonstration or for use by students.
11. Perform clerical duties; maintain reports, files, and records.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Contemporary and traditional sculptural processes, materials, uses, and characteristics.
- Contemporary sculpture, studio art, and its place in art history.
- 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.
- Instructional methods and techniques.
- Organization and technical aspects of gallery installation and presentation of artwork.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles and use of a variety of hand tools.
- Principles and use of wood and metal shop equipment.
- Record-keeping techniques.
- Safety and security regulations pertaining to sculpture equipment and processes.
- Technical aspects of art.

Skills and Abilities:

- Advise students in the handling, care, and security of art and supplies.
- Advise students in the proper operation and use of sculpture equipment, tools, and materials.
- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles of art.
- Communicate effectively both orally and in writing.
- 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.
- Lift objects up to 50 pounds.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedule and timelines.
- Perform minor maintenance, repair, and adjustment of equipment.
- Plan and organize work.
- Provide orientation to students, volunteers, instructors, and staff in the operation of the sculpture facilities.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written direction.
- Use sculpture, wood, and metal equipment and tools.
- 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 sculpture or studio art and two years of successful work experience in a wood and/or metal shop in an academic or industry setting. Experience in an instructional setting is desirable.

WORKING CONDITIONS

Physical Requirements:

Category II, may occasionally require some physical exertion, stamina, and flexibility.

Environment:

Favorable, usually involves an instructional laboratory or classroom setting.