

INSTRUCTIONAL LABORATORY TECHNICIAN**DEFINITION**

Performs technical, clerical, supervisory and tutoring duties in an Instructional Lab, and accommodates computer-assisted learning programs to the curriculum assigned. Positions assigned to this classification may work, in an English, Math, Basic Skills, Writing, Office Skills, Word Processing, Disabled Students, Fine Arts Laboratory or Science Laboratory.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Academic Personnel in the Laboratory.

Direct supervision is exercised over Instructional Aides and Student Workers in the Laboratory.

EXAMPLES OF DUTIES

Supervises and assists students individually and in small groups in laboratory work provided by instructors.

Coordinates work schedules and student assignments with the Laboratory faculty supervisor.

Monitor student progress.

Keeps records of student work according to established procedure.

Assists in coordinating, training, and recording the hours of Instructional Aides and Student Assistants.

Assists faculty in preparing the Laboratory's annual budget, and in gathering data and drafting portions of grant proposals.

Supervises the use of the Lab's equipment and facilities, prepares requisitions, and keeps records of supplies and equipment.

Maintains the security and physical appearance of the Laboratory.

Assists faculty in recruitment, selection, and training of tutors, and supervises tutors working in the Lab.

Assists instructors in scoring and recordkeeping.

Translates and modifies computer-assisted instructional programs in the subject area for use in the Laboratory.

EXAMPLES OF DUTIES (continued)

Tutors students in subject area and assists them in computer use.

QUALIFICATIONS

Knowledge of:

Basic composition.

English usage, grammar and spelling.

Understanding of the operation of word processors.

The subject area of the Laboratory assigned.

Ability to:

Coordinate the tutorial program to provide effective coverage during the Laboratory's hours of operation.

Assist and support the teaching of the subject area assigned.

Understand and carry-out instructions.

Establish and maintain effective working relationships.

Demonstrate the proper utilization of equipment and materials.

Keep accurate records and perform basic statistical calculations.

Operate a computer terminal and other office equipment.

EMPLOYMENT STANDARDS

Minimum Requirements:

A.A. degree or equivalent in the subject area of assignment.

One year of experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level. Experience with computers, and computer assisted instruction in the use of word processing programs.

One year of experience working in the area assigned.

Desirable Requirements:

Bachelor's degree in the assigned area preferred.