

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **INSTRUCTIONAL LABORATORY TECHNICIAN LANGUAGE LAB**

#### **BASIC FUNCTION**

Under the direction of an assigned supervisor, perform a variety of instructional, technical, and clerical duties in an ASC lab environment to assist students; prepare and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of learning materials.

#### **REPRESENTATIVE DUTIES**

1. Assist students in utilizing various language lab materials, instructional equipment, programmed materials, and computer-aided instructional programs; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues. *E*
2. Greet and assist visitors at the Front Desk; orient students to the lab and equipment as needed. *E*
3. Assist individual and small groups of students in a language lab setting; respond to lab user needs promptly and courteously. *E*
4. Assist supervisor in the organization, preparation and presentation of instructional materials specific to a language lab environment; issue and receive instructional materials for assignments. *E*
5. Oversee log in/out procedures, including start up/shut down of the log in/out computer; conduct regular attendance checks and monitor study areas. *E*
6. Perform a variety of administrative duties including answering telephones, dissemination of information pertaining to the lab, and gather data for projects and reports. *E*
7. Assist in scheduling and organizing assigned learning activities appropriate to a language lab. *E*
8. Assist in developing new procedures and forms as necessary. *E*
9. Operate a computer and other assigned office and instructional equipment; set up and operate audio-visual, computer, and other teaching aids as assigned. *E*
10. Maintain accurate inventory of lab supplies, materials. *E*
11. Perform duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Interpersonal skills using tact, patience and courtesy; an understanding and sensitivity to the diverse backgrounds of community college students; correct English usage, spelling, grammar, and punctuation; use of technology associated with language lab instruction and independent learning; instructional materials and learning styles appropriate to a language lab; basic reference materials and effective study techniques; record-keeping methods and devices; modern office practices, procedures and equipment; proper methods of cleaning and storing equipment, materials and supplies; program installation procedures; lab computer hardware and software, including Microsoft Windows, Word, Excel, and PowerPoint.

**Ability to:** Establish and maintain cooperative and effective working relationships with co-workers and students of diverse backgrounds; listen attentively to students and determine, when necessary, what instructional materials they should use; provide instructional assistance and

information to students on the availability and uses of instructional materials and equipment; read, understand, interpret and apply department rules and policies relating to assigned field; tactfully enforce the ASC Lab policies; conscientiously maintain the ASC Lab as an organized and efficient learning environment; remain interested and current concerning instructional software; learn methods and procedures to be followed in an instructional situation; assist in the implementation of lab programs and services; perform routine clerical work; communicate effectively both orally and in writing, in person and on the telephone; operate a computer and a variety of office and instructional equipment; regularly maintain equipment and supplies used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials; set up and operate assigned departmental equipment; determine appropriate action within clearly defined guidelines; reach overhead, above the shoulders and horizontally; bend at the waist; kneel and crouch; stand and sit for extended periods of time; lift 25 pounds,

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to an Associate's degree in a foreign language, English as a Second Language, or English as a Foreign Language and three (3) years of experience working with students in an instructional lab setting.

### **WORKING CONDITIONS**

**Environment:** Laboratory or classroom environment. Constant physical activity, interruptions, and interaction with students.

### **EMPLOYMENT STATUS**

Bargaining Unit Position

**E=Essential Functions**

**Range 8**

**Approved 6/11**