

DESERT COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL LABORATORY TECHNICIAN-PHYSICAL EDUCATION

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of instructional and clerical duties to assist in the delivery of physical education classes; store, inspect, schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization and preparation of materials, equipment, and facilities.

REPRESENTATIVE DUTIES

1. Assist supervisor in the organization, preparation and presentation of instructional materials; set up and operate various audio-visual equipment; prepare the gymnasium and other facilities for physical education classes, including the set up and the breakdown of equipment; provide instructional assistance as needed. *E*
2. Perform checks on physical education equipment for functionality and safety; determine condition of equipment, and make minor repairs as needed; schedule maintenance of facilities and equipment through district personnel when appropriate; contact vendors and recommend new or replacement parts, equipment or supplies. *E*
3. Maintain accurate inventory of physical education supplies, materials and equipment; order appropriate equipment and supplies as needed for classes; store, inspect, issue, and receive equipment and supplies; distribute and receive equipment and supplies from physical education instructors. *E*
4. Assist in developing new procedures and forms as needed; research and compile data for projects and reports. *E*
5. Participate in the assignment of job duties for student workers; train and provide orientations for student workers; maintain accurate records of student workers' attendance and job performance. *E*
6. Preserve, clean and disinfect physical education equipment for sanitary learning environments; launder towels used for facilities and equipment sanitation. *E*
7. Assist with on-campus athletic events as needed, including overseeing of officials shower/locker room needs and the distribution of officials' checks. *E*
8. Assist with the maintenance of locker rooms, gymnasium, and equipment and exercise rooms insuring they are clean and free of hazards. *E*
9. Perform other related physical education and athletic duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Physical education curriculums and courses; equipment, materials, and supplies used in college physical education classes; record-keeping techniques; issuing and receiving methods for inventory; materials and tools used in the maintenance and repair of physical education equipment; methods and techniques for cleaning and sanitizing physical education equipment; student worker hiring guidelines and practices; computer and applicable software, including email, word processing, spreadsheets, and internet search engines; interpersonal skills using tact, patience, and courtesy.

Ability to: Perform a variety of instructional and clerical duties to assist in the implementation of physical education classes; maintain and repair physical education equipment; schedule and maintain supplies used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials;

learn methods and procedures to be followed in an instructional situation; set up, design and operate assigned departmental equipment; understand and follow oral and written instructions; read, understand, interpret and apply department rules and policies relating to physical education; operate a computer and applicable software, including email, word processing, spreadsheets, and internet search engines; provide instructional assistance; communicate effectively both orally and in writing in person and on the telephone; exhibit sensitivity and understanding of the diverse racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students; determine appropriate action within clearly defined guidelines; establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by some college-level course work in physical education and one year related experience working in an educational or athletic environment with student/athlete contact.

WORKING CONDITIONS

Environment: Laboratory or classroom environment. Constant interruptions.
May include some evening or weekend assignments.

EMPLOYMENT STATUS

Classified Bargaining Unit

E: Essential Functions

Range 8

Approved 5/20/11