

DESERT COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL LABORATORY TECHNICIAN ADULT BASIC EDUCATION

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of instructional, technical, and clerical duties in an independent study lab environment. Assist students in utilizing various Adult Basic Education (ABE) 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. Greet, assist and orient students to the ABE lab and equipment as needed.

REPRESENTATIVE DUTIES

1. Oversee log in/out procedures, including start up/shut down of the log in/out computer; conduct regular attendance checks and monitor study areas for safety and proper use and functionality of equipment. *E*
2. Perform a variety of clerical duties including answering telephones, assisting with preparation of materials, and dissemination of information pertaining to the lab. *E*
3. Maintain student records and files. Grade, score and file alphabetically various subject specific tests and forms. Gather data for projects and reports. *E*
4. Assist in scheduling and organizing assigned learning activities appropriate to the ABE lab such as CASAS and/or Proficiency testing. *E*
5. Assist in developing new procedures and forms as necessary. Research and compile data for projects and reports. *E*
6. Operate a computer and other assigned office and a variety of instructional and lab equipment. *E*
7. Maintain accurate inventory of educational lab supplies, materials and equipment. *E*
8. Assist with ordering appropriate equipment and supplies as needed for ABE program; store, inspect, issue, and receive equipment and supplies; distribute to and receive equipment and supplies from ABE instructors. *E*
9. Assist individual and small groups of students in a lab setting; respond to lab user needs promptly and courteously. *E*
10. Assist supervisor in the organization, preparation and presentation of instructional materials specific to the ABE lab environment; issue and receive instructional materials for assignments. *E*
11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Subject matter of assigned area of learning; instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping techniques; effective interpersonal skills using tact, patience and courtesy; an understanding and sensitivity to the diverse backgrounds of community college students and adult learners; correct English usage, spelling, grammar, and punctuation; competency in Mathematics including Algebra; use of technology associated with lab instruction and independent learning; use of computers and Microsoft Office applications; instructional materials and learning styles appropriate to a an independent 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.

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 ABE Lab policies; conscientiously maintain the ABE 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 , Microsoft Office applications, and a variety of office and instructional equipment; regularly maintain equipment and supplies used for instructional purposes; assist supervisor and instructors in the organization, preparation and presentation of materials; maintain confidentiality of student records; set up and operate assigned departmental equipment; determine appropriate action within clearly defined guidelines; work independently with little direction; meet schedules and timelines; 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: Associate degree in Liberal Arts, English or Mathematics or related field with a strong foundation in Mathematics and two years of experience working with adults in an educational setting, preferably in an instructional laboratory.

WORKING CONDITIONS

Environment: Laboratory or classroom environment. Constant activity, interruptions, and interaction with students. May include some evening assignments.

EMPLOYMENT STATUS

Bargaining Unit Position

E= Essential Functions

Range 8

Approval 8/19/11