

## DESERT COMMUNITY COLLEGE DISTRICT

### INSTRUCTIONAL LABORATORY TECHNICIAN-PUBLIC SAFETY ACADEMY

#### BASIC FUNCTION

Under the direction of the Director, Public Safety Academy (PSA), perform a variety of instructional and clerical duties to assist in the implementation of programs and services including peace officer training, fire fighter/fire technology and emergency medical technician training; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials; maintain student records and database; and proctor test taking.

#### REPRESENTATIVE DUTIES

1. Assist individual and small groups of students in an instructional setting; respond to questions concerning subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines. **E**
2. Assist Director in the organization, preparation and presentation of instructional materials; assist in overseeing and guiding assigned activities and learning sessions. **E**
3. Maintain accurate records of student progress and attendance; maintain various students files and database as assigned. **E**
4. Administer, evaluate, and mark tests according to test specifications; maintain security of exam materials; monitor study and testing areas. **E**
5. Prepare a variety of instructional materials; set up and operate various audio-visual, computer and other teaching aids as assigned; set up desks, chairs, cones, and other materials for laboratory exercises; assist students in utilizing instructional equipment and programmed materials; orient and monitor students in the use of computers; remain current concerning instructional software. **E**
6. Order and distribute supplies and materials; maintain accurate inventory of supplies, materials and equipment for the various programs; issue and receive instructional materials for assignments. **E**
7. Research and compile data for projects and reports; update course outlines according to specifications; assist in developing new procedures and forms as necessary. **E**
8. Update and maintain webpage with current information for all programs. Create flyers and other promotional materials disseminating current information about the PSA programs. **E**
9. Perform a variety of clerical duties including answering telephones, maintaining program files and records, preparing and maintaining instructional materials, and assisting with event coordination and classroom scheduling. **E**
10. Operate a computer and other assigned office and instructional equipment. **E**
11. Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES

**Knowledge of:** Public Safety Academy programs including, but not limited to Peace Officer Standards and Training (POST), Fire Technology, and Emergency Medical Technician.; instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping and database techniques; modern office practices, procedures and equipment; proper methods of storing equipment, materials and supplies; technical aspects of field; interpersonal skills using tact, patience and courtesy.

**Ability to:** Learn and understand applicable District, local and state policies, regulations and procedures; perform a variety of instructional and clerical duties to assist in the implementation of PSA programs and

services; schedule and maintain supplies and equipment used for instructional purposes; assist Director in the organization, preparation and presentation of materials; learn methods and procedures to be followed in an instructional situation; perform routine clerical work; set up, design and operate assigned departmental equipment; read, understand, interpret and apply department rules, policies and materials relating to the field; provide instructional assistance and information to students on the availability and uses of instructional materials and equipment; communicate effectively both orally and in writing in person and on the telephone; operate a computer and a variety of office and instructional equipment; determine appropriate action within clearly defined guidelines using diplomacy and good judgment; establish and maintain cooperative and effective working relationships with persons from diverse backgrounds; ability to lift 25 pounds, reach overhead, above the shoulders and horizontally; bend at the waist; stand and sit for extended periods of time.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by some college-level course work in Public Safety, Administration of Justice, Fire Technology or related field and (2) two years related experience in working with students and/or in the PSA field.

**WORKING CONDITIONS**

**Environment:** Office, outdoor, laboratory or classroom environment. Constant interruptions.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

Range 8

Approved 2/11/11