STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – ART

DEFINITION

Under direction assists in the operation and maintenance of the arts program equipment, including preparing demonstrations for the class.

DISTINGUISHING CHARACTERISTICS

The Instructional Technician class is distinguished from the Instructional Aide class in that incumbents assigned to the class of Instructional Technician oversee complex instructional laboratories, possess specialized technical and academic training, and has experience in the assigned field. Additionally, the incumbent will provide administrative support for multiple instructors. Incumbents work independently and may provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Instructional Technicians are responsible for applying district policies in regard to environmental, health, and safety regulations.

EXAMPLES OF DUTIES

Performs a variety of duties related to the art program including but not limited to: assisting with demonstration of proper techniques and use of tools and equipment for students during laboratory classes; assembling supplies and equipment for use in classroom activities; performing preventative maintenance on art equipment; maintaining records inventory and controlling distribution of art equipment; maintaining clean and safe studio environments; maintaining and operating kilns, clay mixers, and papermaking equipment; formulating and mixing glazes, clays, and paper pulps; adjusting, operating, and maintaining a wide variety of tools including welders, bronze casting equipment, woodshop tools, jewelry making tools, textile and printing equipment; ordering and receiving supplies; maintaining lab and stockroom area in a clean, safe, and orderly condition; collecting, storing, and coordinating the disposal of hazardous chemicals and materials; assisting with managing and record keeping of toxic waste in accordance with regulations and other guidelines; and ensuring and enforcing security and safety of the lab according to established procedures, policies, and laws. Screening, selecting, training, evaluating, and providing work direction for student workers. Performing other duties as needed.

EMPLOYMENT STANDARDS

Education: Associate degree.

Experience: Experience in support of an art program.

Knowledge, Skills, and Abilities: Knowledge of: tools, records and materials used in a college art program; proper storage and care of equipment and tools; and health and safety regulations. Skill and/or Ability to: learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; follow applicable laws, regulations, rules and policies; clean, adjust, operate, and repair lab equipment; communicate effectively both orally and in writing; give clear and concise instructions; review and evaluate the work of
students assigned by instructors; keep accurate records; effectively communicate with
individuals for whom English is not a primary language; train and direct student aides; employ
proper English usage, spelling, grammar, and punctuation; receive and follow instructions;
appropriately interact with a diverse population to include students, staff, faculty, and the public;
and learn and apply college and district policies and procedures.

Section 10 Page 10
Approved: February 23, 2004
Revised by BOT: August 7, 2007
Revised by PC: September 11, 2007
Salary Range: 50