STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – CLERICAL OFFICE TRAINING

DEFINITION

Under direction assists in the operation and maintenance of the clerical office training laboratory, 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 clerical skills program including but not limited to: assisting with demonstration of proper techniques and use of tools and equipment for students during laboratory classes; inventorying; attendance recording; maintaining supplies and equipment; assisting with review of student work; proctoring placement and performance tests; maintaining student progress files and class records; ordering supplies; processing orders upon delivery; 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 including 12 units in office skills/secretarial science.

Experience:  Experience providing clerical/secretarial support in a variety of office settings.

Knowledge Skills, and Abilities:  Knowledge of: office procedures and operations; office equipment; a variety of office software programs; 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; issue, receive and maintain records of student materials and supplies; demonstrate proper techniques and use of equipment for students; work with students in lab environment conducting testing and
skill building exercises; work with students with various disabilities; 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 22
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Salary Range: 50