STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – COSTUME MAKER

DEFINITION

Under direction assists in the operation and maintenance of the theater arts/dance program lab 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 theatre arts/dance program including but not limited to: assisting with demonstration of proper sewing techniques and use of tools and equipment for students during laboratory classes; drawing and cutting patterns; making, tailoring, altering, and repairing costumes according to specifications; cleaning and ironing costumes; operating, assembling, and repairing a variety of equipment such as sewing machines, surgers, industrial irons, washer/dryers, and notions; maintaining inventory of equipment and supplies; preparing lab for students and instructors; maintaining records such as student progress files; recording attendance; preparing reports; maintaining stock rooms, laboratories, equipment, and other assigned areas in a clean, safe, secure, and orderly condition; and, assisting with managing and recordkeeping of toxic waste in accordance with regulations and other guidelines. Screening, selecting, training, evaluating, and providing work direction for student workers. Performing other duties as needed.

EMPLOYMENT STANDARDS

Education: Associate Degree

Experience: Experience in costume-making or a performing theater arts program.

Knowledge, Skills and Abilities: Knowledge of: tools and materials used in a college theater arts program; operation of power sewing machines and attachments; color combinations, fabrics, and styles used for costumes and stage properties; proper storage and care of equipment and tools; 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 to students; follow applicable laws, regulations, rules and policies; 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 13
Approved: June 24, 2002
Negotiated Salary Range: 50
Revised by BOT: October 7, 2008
Revised by PC: October 28, 2008