DEFINITION

Under direction assists in the operation and maintenance of the greenhouse, pond, and botanical garden laboratories, 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 wide variety of duties including but not limited to: assisting with demonstrations of proper techniques and use of tools and equipment for students during laboratory classes; assisting instructors and students during greenhouse based laboratory activities; monitoring pest infestation in greenhouse and botanical garden; monitoring students in “plantscape” projects; monitoring students as they gain hands-on experience; planting, watering, and pruning plants, and cleaning and making changes to the botanical garden; maintaining and propagating new vegetation within the greenhouse; mixing, ordering and maintaining growth mixtures and planting supplies; applying and demonstrating application of pesticides on a variety of plant material; installing, maintaining, and repairing irrigation systems; performing minor repairs on equipment; assisting instructors in maintaining class experiments; tracking and monitoring the receipt of plant materials, supplies, equipment, and other requisitioned items; 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 horticulture or nursery management.

Certification: Possession of a valid California certificate of Application for Chemical Pesticides.

Knowledge, Skills, and Abilities: Knowledge of: plant identification; characteristics and methods of propagation of nursery and arboretum plants; soils and fertilizers; control of plant and soil pests; materials and equipment used in nursery and arboretum operations; weed control
methods including weed spray; regulations concerning pesticides and herbicides; the hazards and applicable safety rules of grounds care; 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; read, interpret and prepare written material; file and retrieve information; maintain records; propagate plants in a nursery from seeds and cutting, and by grafting and budding; 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.

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Salary Range: 50