STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – MICROCOMPUTER LAB

DEFINITION

Under direction assists in the operation and maintenance of computer laboratory 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 instructional computer labs, including but not limited to: assisting with demonstration of proper techniques and use of tools, equipment, software, hardware, and networks for students during laboratory classes; assisting with review of student work; simple troubleshooting computer maintenance issues; inventorying and maintaining lab parts and equipment; maintaining lab area in a safe, clean, and orderly condition; preparing and maintaining records and reports; recording attendance; ordering parts, supplies, and processing orders upon delivery; 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 or certificate of achievement in information systems, computer science, or other computer-related field.

Experience: Experience in customer service related to operation and maintenance of computers and networks, or in an instructional technology setting.

Knowledge, Skills, and Abilities: Knowledge of: standard safety procedures; troubleshooting techniques; computer networks/internet; 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; maintain equipment inventory; record student attendance; demonstrate techniques using microcomputers, peripherals, and related software/networks; review the work of students; use correct mathematical techniques; utilize a variety of software programs and media equipment; read and interpret technical material; 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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Approved: April 15, 1991
Revised by BOT: August 7, 2007
Revised by PC: September 11, 2007
Salary Range: 50