STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – GRAPHICS

DEFINITION

Under direction, assists students in the operation and maintenance of the photography/graphics instructional facility and 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 graphics program including but not limited to: assisting with demonstration of proper techniques and use of tools and equipment for students during laboratory classes; preparing labs for students and instructors; assisting students with course assignments; maintaining inventory of equipment and supplies; requisitions parts for repairs; performing preventative and corrective maintenance on software and computers using graphics software, scanners, and desktop output devices; maintaining a traditional photographic facility including a black and white print processor; chemical mixing and disposal; 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 completion in photography, graphics, or related field.

Experience: Experience with graphics software and in troubleshooting software/hardware and operating systems. Experience with photographic processes and the operation and maintenance of a traditional photographic lab and studio.

Knowledge, Skills, and Abilities: Knowledge of: photographic, graphic and web processes; operation, organization and maintenance of a traditional photographic lab/studio and equipment; 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; perform preventative and corrective maintenance on software and computers using graphics software, scanners and desktop output devices; maintain records of inventory and supplies; 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.