

Position: Instructional Lab Assistant - Sciences	Salary Grade: 16
Department: Instruction	FLSA: Non-exempt

Summary

Provides technical and instructional assistance to students involved in technical or scientific disciplines that include laboratory settings designed to further their knowledge. Sets up, demonstrates, oversees, and designs, tests, or simulation situations to support learning in compliance with student lab requirements.

Essential Duties and Responsibilities

- Works with students individually and in class-sized groups to enhance their learning. Provides direct assistance in the use of equipment and materials needed for instruction as well as orienting students to the laboratory. Sets up established laboratory experiences for students as required by course outline or faculty direction.
- Works with faculty/instructional administrator to design, construct, modify or rebuild equipment, modules, experiments that will be used in the classrooms/laboratories in a division comprised of various related but different subject areas. Provides technical assistance to students, faculty and staff; troubleshoots and diagnoses problems with equipment; may assist in setting up laboratories.
- Assists instructors in the classroom/laboratory concurrently with lecture or discussion. May actually perform more dangerous and/or complex procedures for students.
- Receives study and simulation modules from faculty members, then facilitates small groups of students who are participating in the exercises.
- Administers learning simulations, tests, and quizzes to students as provided by instructors in class or lab environment. Assists instructors by administering make-up tests.
- Designs, constructs and/or fabricates equipment, modules, and experiments that will assist the instructor in the delivery of desired instructional outcomes.
- Acquires, maintains, and inventories equipment, materials, and supplies such as but not limited to, wood and wood products, metal items, live and preserved biologic specimens, etc., and written materials required for student instructional needs. Performs repairs on equipment and learning assistance devices. Checks out and maintains control over tools, equipment, supplies, materials used by students. May be required to maintain contact with appropriate vendors.
- Over the telephone or in person provides students, staff, instructors and public with information relating to specific programs. May take messages for students or instructors who are working in the area. May copy materials for distribution for students.

- Maintains records of laboratory activity, including typing forms or inputting data or otherwise retaining information regarding the acquisition, maintenance and distribution of tools, equipment, materials, supplies, and/or written materials. This includes document to support the handling of hazardous or dangerous materials, substances, and chemicals.
- Provides for the general cleanliness and security of the laboratory or shop work area. Handles and disposes of harmful or hazardous materials according to specific instructions relating to their disposal. Participates in providing for a safe environment for the conduct of the laboratory. Reports maintenance problems as they occur.
- Oversees the work of student helpers. Coordinates their activities in support of the instructional goals. Trains student helpers in appropriate technical aspects of their work. May maintain records for pay purposes.
- Proctors exams including those from on-line, or distance learning courses.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, procedures, and techniques of the assigned subject area (e.g., sciences). Requires a well-developed knowledge of instructional methods and techniques. Requires in-depth knowledge of laboratory or workshop procedures, organization, equipment, tests, experiments, and simulations. Requires a working knowledge of the handling and treatment of harmful chemicals, substances, and equipment, depending on the type of lab. Requires sufficient reading, math, and writing skills to perform individual and small group tutoring. Requires sufficient human relations skill to facilitate learning with small groups and to convey technical concepts to others. Requires sensitivity to the needs and needs and behavior of student of various ethnic, racial and cultural backgrounds.

- **Abilities**

Requires the ability to carry out the responsibilities of the position including deliver instruction to small groups, design and set up laboratory assignments, experiments, simulations, and tests, as well as student projects. Must be able to maintain the lab and equipment in a safe and organized manner, including the handling of hazardous or dangerous materials and equipment as required for some labs. Requires the ability to instruct students in the use of equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Must be able to coordinate the activities of work study students. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory to move to work stations. Requires sufficient arm, hand, finger dexterity in order to use a personal computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to read numbers and words and to observe students perform tests and assignments.

- **Education and Experience**

The position requires an Associates Degree in the science area being supported and two years of experience. Some positions may require a Bachelor's degree or 18 units of upper division coursework in the subject matter.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where significant safety considerations exist from physical labor, handling of medium weight, yet, awkward materials, and handling of chemicals.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/2003