West Valley - Mission
Community College District

Class Specification

Instructional Technician – Design

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 56

Definition

To operate an instructional laboratory and maintain relevant equipment, materials, and supplies; to facilitate student learning by providing technical assistance to faculty and students; and to train and provide oversight for student assistants in the lab.

Distinguishing Characteristics

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives general supervision from an assigned manager.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Prepare materials, set up and disassemble student design labs according to prescribed schedule.
- Set up, operate, and demonstrate the use of specialized equipment, materials, and apparatus in a community college design laboratory; demonstrate and monitor safety practices with students.
- Maintain a clean, neat, and safe lab environment.
- Maintain lab computer and printing equipment and functions; liaison with information technology staff for computer and printer repair or replacement.
- Communicate with faculty regarding lab operations and equipment.
- Order, receive, store, and inventory equipment, supplies, materials, and consumables for lab projects; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout; issue and distribute instructional materials for faculty and student use in design labs.
- Prepare and maintain a variety of records, logs, and files related to equipment and supply inventory and purchase.
- Recruit, train, and direct student assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.
- Clean, maintain, and perform minor repairs to tool and equipment; fabricate parts or equipment; coordinate equipment repairs through outside vendors.

- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Equipment, supplies, and terminology used in a community college design lab.
- Pertinent federal, state, and district codes, regulations, policies and procedures.
- Health and safety precautions used in an instructional lab.
- Methods and techniques of recordkeeping and inventory control.
- Operation, maintenance, and repair of specialized equipment, tools and materials used in the design lab.

Ability to

- Operate and demonstrate the use of specialized digital and non-digital equipment, tools, and materials within design disciplines.
- Train and direct the work of student assistants.
- Operate and maintain an instructional design laboratory at a community college.
- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.
- On an intermittent basis, sit or stand for long periods of time; walk, bend, squat, kneel and twist while assembling supplies and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Provide technical support for instructors and students in an instructional design lab environment.
- Learn and update skills based on new equipment and current technologies in digital design production.
- Maintain a clean and safe lab environment.
- Maintain records and prepare reports.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible experience in a commercial or educational design lab in the area of assignment.

Education

Equivalent to the completion of an Associate’s degree in art from an accredited college with major coursework, specifically related to assignment.

EEO Category: Technical/Paraprofessional