DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work in an instructional lab setting in the subject of data processing.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist students in assignments related to data processing.
2. Tutor students individually or in small groups, reinforcing or following up on instructions provided by the instructor.
3. Explain concepts, principles, and terminologies to students.
4. Control the circulation of instructional supplies, materials, tools, and equipment to students and instructors by checking items in and out, maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.
5. Assist students in the proper selection, operation, and care of instructional/vocational materials and equipment; assist students to understand assignments by reinforcing instruction provided by the instructor.
6. Perform clerical duties, such as answering the telephone, taking messages, opening and routing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports, and maintaining records and files.
7. Test students and individuals from the community for speed and accuracy in operating data entry keyboards and issue speed certificates if qualified.
8. Operate computers and data processing equipment.
9. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students.
10. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
11. Test, adjust, and maintain equipment; schedule other repairs and maintenance of equipment according to approved procedures.
12. Provide training and work direction to student aides and hourly assistants.

13. Maintain instructional area in a clean and orderly manner; ensure security of the facilities as assigned.

14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
- Basic knowledge of data entry procedures and data processing.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of computers and peripherals used in an instructional lab for data processing and data entry.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Proper handling of data processing documents.
- Record-keeping techniques.
- Safety regulations involving field of specialty; proper posture while keying by adjusting chairs and equipment.
- Technical aspects of data processing.

Skills and Abilities:
- Assist students in understanding and applying basic principles of data processing and data entry.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and repair on equipment.
- Plan and organize work.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with very little direction.

Training and Experience:
- Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to data processing and satisfactory completion of sufficient specialized training in data processing to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:
- Category III

Environment:
- Favorable, usually involves a laboratory setting.

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