DEFINITION

Under the direction of the instructor, Instructional Lab Technician, or assigned supervisor or manager, perform tutorial, technical, and maintenance work in both an outdoor and indoor classroom setting for landscape construction.

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 the 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 that require training and/or 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.

EXAMPLES OF DUTIES

1. Tutor students individually or in small groups, reinforcing instruction provided by the instructor; monitor students during use of gasoline and electric-powered equipment.
2. Ensure that appropriate safety procedures are observed by students; assure that students are using required safety equipment.
3. Maintain instructional areas in a clean and orderly manner; ensure the security of the facilities as assigned.
4. Administer hands-on tests at the direction of the instructor.
5. Control the circulation of instructional tools, equipment, supplies, and materials to students.
6. Repair and maintain instructional materials, tools, and equipment.
7. Advise students in the proper operation, safety, and care of instructional equipment.
8. Provide relevant information to instructor regarding student progress.
9. Process incoming supplies; maintain appropriate records.
10. Prepare classroom and lab material and equipment for use by instructors or students.
11. Perform clerical duties and maintain records and files.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Basic greenhouse and plant maintenance and propagation.
Basic mathematics.
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.
Landscaping and horticultural practices and vocabulary specific to the trade.
Operation, maintenance, uses, and characteristics of a wide variety of tools and equipment used in landscaping.
Oral and written communication skills.
Principles and practices of cooperative work relationships.
Record keeping techniques.
Safety regulations involving equipment and chemicals in the field of specialty.
Technical aspects of landscape construction.

Skills and Abilities:
Assist students in understanding and applying basic principles of landscape and horticulture.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Lay out work and/or demonstrations from instructor's direction.
Make arithmetic calculations.
Meet schedules and timelines.
Perform maintenance and repair of tools and equipment.
Plan, organize, and explain work assignments to students.
Prepare materials and maintain records.
Train and provide work direction to others.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:
Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience in the landscaping or horticulture fields, and satisfactory completion of sufficient specialized training in the subject matter to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:
Category II. Subject to standing for long periods of time; heavy lifting up to 75 lbs.

Environment:
Dirty, involves work in both an outdoor and indoor classroom setting. Subject to noises from landscape equipment, fumes, and odors from a variety of chemicals, such as pesticides, soil testing reagents, and motor fuels.