VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN I - LEARNING CENTER

BASIC FUNCTION:

Under the direction of an assigned supervisor and under the work direction of an Instructor, an Instructional Lab Technician I – Learning Center provides technical instruction and assistance to students, faculty, staff and others concerning Learning Center print and non-print media and a variety of other types of information resources; perform a variety of related clerical duties.

REPRESENTATIVE DUTIES:

Provide technical instruction and assistance to students, faculty, staff and others concerning Learning Center print and non-print media and a variety of other types of information resources.  

Assist and instruct individuals in the use of instructional equipment and materials; prepare and organize new materials for student use as required by instructors; assure that Learning Center policies and procedures are followed by students using the Learning Center.

Plan Learning Center schedule and register students for attendance.

Monitor placement testing; assist in grading of objective tests; assist in the assessment of student educational needs according to established guidelines; recommend placement; monitor student progress.

Order and maintain inventory of a variety of Learning Center materials such as test forms and equipment including videos, audio tapes, recorders and headsets; periodically inspect equipment for damage and maintenance; arrange for repair or replacement of equipment.

Duplicate video and audio cassette programs; video tape instructor-requested programs or other television courses.

Train, provide work direction and assign duties to student workers; schedule appropriate work hours and prepare related records.

Prepare and distribute information related to Learning Center to instructors and students; provide and receive information and services to a variety of departments and outside agencies.

Perform a variety of clerical functions related to the Learning Center including the typing of correspondence and requisitions; schedule and attend meeting as needed.

Prepare and maintain a variety of records, reports and files.

Operate a variety of office equipment including computers, typewriter, copier, printers and scanners.

Conduct orientations related to services offered by the Center as requested.

Revised August 2010
Established March 1998
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Language arts and basic academic skills
- Operations, policies and objectives of a college Learning Center lab
- Operation of a variety of Learning Center equipment
- Instruction methods and techniques
- General needs and behavior of students of various ethnic, racial and cultures
- Record-keeping techniques
- Principles and practices of supervision, work direction and training
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills

**ABILITY TO:**

- Provide technical instruction and assistance to students and others concerning Learning Center print and non-print media and a variety of other types of information resources
- Assist in student education needs assessment and design of individual programs
- Evaluate and recommend appropriate instructional materials
- Maintain records and prepare reports
- Operate a variety of Learning Center lab equipment including computers
- Interpret, apply and explain regulations and procedures of the Learning Center
- Understand and follow oral and written directions
- Type at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Train and provide work direction to others

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of two years college level course work related field and two years of related work experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Learning Center environment

**PHYSICAL ABILITIES:**

- Hearing and speaking to provide instructional assistance to students and others
- Dexterity of hands and fingers to operate instructional equipment
- Seeing to observe student behavior and progress and equipment operation
- Reaching to retrieve and file records