CLASS TITLE:  INSTRUCTIONAL LAB TECHNICIAN I - Exotic Animal Training and Management

BASIC FUNCTION:

Under the direction of a Dean or assigned supervisor; oversee students learning and practicing skills in animal training, care, handling and management in a complex instructional live laboratory at the Teaching Zoo; tutor, remediate and provide instructional assistance to students; provide assistance to faculty, perform technical work to maintain the zoo laboratory and the animal collection.

REPRESENTATIVE DUTIES:

Oversee and provide instructional assistance to students in the care, handling, training, and performing with animals in the Zoo laboratory. E

Assist faculty with student learning outcomes; tutor and remediate students in the Zoo laboratory, provide skills practice and enhancement of student’s classroom experience. E

Assist in the administration and scoring of test and class assignments; evaluate, track, document, and report student progress; submit in accordance with deadlines; assign and maintain records of students in skills lab, internships, and student learning lab. E

Prepare, issue and monitor materials, tools and equipment for student use; monitor and maintain records of materials, tools and equipment on loan to or checked out by students and instructors. E

Prepare and set up the Teaching Zoo laboratory equipment, tools, supplies and other teaching aids for demonstrations, practical examinations and student assignments in the training, management, care and handling of animals. E

Maintain the Teaching Zoo lab, enclosures, stock rooms, supply sheds, nutrition area, Theater, and other assigned areas in a safe, clean and orderly condition; encourage awareness of and oversee the proper use of the facilities and safe practices within the compound. E

Maintain inventory of Zoo, animal nutrition, training and veterinary supplies and equipment; order, receive and arrange for proper storage and handling of food, supplies and equipment for the collection; provide lab materials from local terrain or stores; inventory materials and assure adequate quantities are available for the care of the collection and instructional use; monitor supply budget. E

Assist in the coordination of the overall maintenance and repair of the Zoo with the Maintenance Department; test, adjust, maintain and perform minor repairs on equipment; send equipment out for major repairs. E

Assist in assuring the proper care and feeding of the collection and food animals. E
INSTRUCTIONAL LAB TECHNICIAN I - EATM (continued)

Assist in the coordination, scheduling and supervision of fundraising, industry, community and outreach activities. 

Assist in the admission process and follow-up research of alumni. 

Maintain a variety of files and records regarding instructional materials, the animal collection and the Teaching Zoo facility, inventories, purchase orders and equipment repairs; organize, prepare and maintain laboratory procedure manuals; perform general clerical duties as needed. 

Screen, select, train and provide work direction for student workers. 

Use and operate a variety of technical equipment. 

Perform related duties as assigned. 

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student centered educational philosophy with the goal of student learning
Principles, practices, procedures and equipment and terminology of animal care and handling, zoo keeping, and production and performance
Health and safety regulations
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Technical aspects of animal care and handling, zoo keeping, and production and performance
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Teaching Zoo laboratory operation
Proper methods of storing equipment, materials and supplies

ABILITY TO:

Learn to operate computer equipment and software
Learn and apply techniques of precise measurement and notation
Assure the safety of the students, faculty, staff and the public
Assure the care and security of the collection, assigned equipment, specialized materials and supplies
Assemble, maintain and perform minor repairs on lab equipment
Demonstrate competence in exotic animal training and management
Issue and receive equipment and supplies
Plan and organize work
Train, select, evaluate and provide work direction to student workers
Understand and follow oral and written directions
Work independently with little direction
Communicate effectively both orally and in writing
Establish and maintain effective working and cooperative relationships with others
Meet schedules and time lines
Maintain records and prepare reports
INSTRUCTIONAL LAB TECHNICIAN I - EATM (continued)

Operate and maintain related lab equipment
Safely and humanely work with wild animals in a captive setting

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate Degree in Animal Science or related field and two years of increasingly responsible experience in the care and handling of exotic animals. Experience working with students in an organized setting.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver’s License

WORKING CONDITIONS:

ENVIRONMENT:

Animal compound and office environment
Subject to offensive odors from animals and feces

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty
Seeing to observe condition of lab, behavior of students and animals
Dexterity of hands and fingers to set up and operate lab equipment
Lifting and carrying heavy objects
Pulling and pushing carts
Reaching to grasp and move supplies

HAZARDS:

Exposure to animals exhibiting unpredictable temperaments