

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN-HIGH TECH LAB

Salary Range 16

BASIC FUNCTION:

Under the direction of the Director of Disabled Student Services, perform a variety of technical and instructional support duties involved in the maintenance of adapted computer lab equipment for students with disabilities; assist individual and small groups of students with a variety of adapted technologies related to various subject areas; schedule and maintain supplies and equipment used for instructional purposes; serve as a resource to students and staff related to adapted computer technology operation, repair and design. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assist individual and small groups of students in an adapted computer lab setting; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues. (E)
- Research and recommend appropriate adaptive software and hardware; contact vendors for competitive prices and recommend purchase; examine and test assistive hardware and software. (E)
- Prepare a variety of adapted instructional materials; set up and operate various visual aids, computers and other teaching aids as assigned; assist students in utilizing adapted equipment and programmed materials; orient and monitor students in the use of microcomputers; remain current concerning instructional adapted computer hardware and software. (E)
- Serve as a resource to students and staff related to adapted computer technology operation. (E)
- Prepare and maintain reports, including learning center licensing, exams and inventory; attend conferences and seminars as assigned. (E)
- Evaluate students and make adjustment based upon their needs; maintain area where students can be instructed and assisted about computer-assisted technology. (E)
- Provide test proctoring for students with disabilities.
- Operate a computer and other assigned office and instructional equipment. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: associate's degree in computer science and three years related experience, including some experience working with people with disabilities.

KNOWLEDGE OF:

Methods and procedures of operating electronic computers and peripheral equipment related to adapted computer equipment for students with disabilities.

Subject matter of assigned area of learning.

Instructional materials and training techniques.

Basic reference materials and effective study techniques.

Basic principles of computer technology.

Technical aspects of field of specialty.

Record-keeping techniques.

Modern office practices, procedures and equipment.

Proper methods of storing equipment, materials and supplies.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of technical support duties involved in the maintenance of adapted computer lab equipment for students with disabilities.

Assist individual and small groups of students with a variety of subject areas.

Monitor the activities of the computer room.

Operate computers and peripheral equipment properly and efficiently.

Perform a variety of clerical duties to assist in the implementation of programs and services.

Schedule and maintain supplies and equipment used for instructional purposes.

Assist supervisor in the organization, preparation and presentation of materials.

Learn methods and procedures to be followed in an instructional situation.

Perform routine clerical work.

Set up, design and operate assigned departmental equipment.

Read, understand, interpret and apply department rules, policies and materials relating to assigned field.

Provide assistance and information to students on the availability and uses of instructional materials and equipment.

Communicate effectively both orally and in writing in person and on the telephone.

Operate a computer and a variety of office and instructional equipment.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, instructors, other departmental personnel, students, and student workers.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

WORKING CONDITIONS:

Laboratory or classroom environment.

Constant interruptions.