CLASS SPECIFICATION
Instructional Laboratory Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under direction, coordinates and oversees the day-to-day operations and activities of assigned learning centers and instructional laboratories; provides technical assistance to students performing research and accessing instructional resources; supervises student assistants and work study students; maintains a clean, safe and orderly learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Instructional Laboratory Coordinators are responsible for organizing, coordinating and overseeing the day-to-day activities of assigned learning centers and/or instructional laboratories. Incumbents develop and maintain a library of learning resource materials and assist students in accessing information to meet their needs. Incumbents typically supervise the work of assigned student assistants, work study students and limited term staff. Work assigned requires a detailed knowledge of subject areas applicable to assigned program responsibilities and the ability to assist in providing instruction to others in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides technical support to faculty and students in assigned learning centers and instructional laboratories, including Nursing and Allied Health and ESL/Language Arts; provides instruction and support to students on operations of computer hardware and standard business/specialized software in use at the learning centers and laboratories; advises students on methods of conducting Internet and database research projects; maintains records of student attendance in the learning centers/laboratories, reports student attendance data and prepares statistical reports on center/laboratory utilization.

2. Coordinates and oversees day-to-day activities of assigned learning centers and instructional laboratories; schedules classes and special events in the centers/laboratories; conducts orientations and provides technical support to faculty in the use of technology to support the instructional process; may assist instructors with the use of technology tools.

3. Maintains and performs day-to-day maintenance, troubleshooting and technical support for center/laboratory computers, printers and a wide variety of software and web-based applications;
coordinates with ACIT staff for the resolution of more complex technical computer hardware and software problems; ensures equipment and materials are available and in sound operating condition.

4. Develops and maintains a library of learning resources in various formats and media; creates program guides and works in conjunction with faculty to develop new instructional support materials, including handouts, manuals, interactive lessons and other learning guides and tools; examines literature and confers with faculty on the purchase of new equipment, videos and other materials for student use.

5. Recruits, hires, trains and supervises student assistants, work study students and others assigned to the program; coordinates and assigns work; monitors and provides instruction on safe work practices and procedures; provides performance feedback; prepares and submits time cards for student workers.

6. Prepares requisitions and places orders to maintain an inventory of equipment, software, materials and supplies; downloads and installs software updates; arranges for demonstrations of new software applications.

7. Assists in maintaining a safe, clean and orderly learning environment to ensure the health and safety of instructors, students, work study students/assistants and staff.

OTHER DUTIES

1. Schedules students for completion of on-line tests/test modules; proctors and administers tests; scores tests and provides results to faculty and to students, when requested to do so; ensures the integrity of the testing process.

2. Assists faculty in conducting special projects.

QUALIFICATIONS

Knowledge of:

1. Methods and practices for organizing, maintaining and overseeing the operations of a learning center and/or instructional laboratory.

2. Uses and operations of computer hardware, printers, standard business software and specialized software applicable to assigned learning centers and instructional laboratories.

3. Methods and procedures for diagnosing, troubleshooting and resolving computer hardware and software problems in a laboratory environment.

4. Sources of instructional support materials and aids to meet the needs of students and faculty in a learning center and/or laboratory.

5. Safe work methods and safety regulations pertaining to the work.

6. Methods and practices of student instruction and tutoring.

7. Principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation.
8. Administrative practices and procedures, including purchasing and record keeping.

**Ability to:**

1. Organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility.

2. Provide day-to-day technical support for computer hardware, peripherals and software in assigned centers/laboratories.

3. Answer student questions and walk students through uses and operations of specialized hardware and software.

4. Provide effective instruction and guidance to students in areas of assigned responsibility.

5. Read and interpret manuals and other technical materials applicable to the work.

6. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.

7. Prepare clear, concise and comprehensive reports, documents and instructional support materials appropriate to the audience.

8. Organize and maintain a variety of records and files.

9. Communicate clearly and effectively, both orally and in writing.

10. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

11. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in education or a field relevant to job assignment; and at least one year of instructional support experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Physical Demands
While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines with constant interruptions; and interact with District instructors, faculty, staff, students, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.