

San Diego Community College District

CLASSIFICATION DESCRIPTION

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Job Code: J1104
Original Date: 06/1990
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

Title: Instructional Lab Technician / Computer Science

Unit: Office Technical

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in instructional computer laboratories. Incumbents may also perform technical computer work in administrative offices and other facilities.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee complex technical computer work in instructional laboratories, administrative offices, and other site facilities and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently or may take direction from a Network Specialist and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of computers in instructional laboratories and administrative offices; train and provide work direction to other staff, students, and student assistants.
2. Assist faculty, staff, and students in the proper use of computers, software, and related peripherals; assist faculty and staff in the development of programs and modification of computer software.
3. Operate and maintain local area networks (LAN); analyze, troubleshoot, and resolve network problems.
4. Perform preventative maintenance on equipment.
5. Prepare computer software and computer equipment for demonstration by instructors or for use by students, faculty, or staff according to approved procedures.
6. Maintain laboratory in a safe, clean, and orderly condition.
7. Prepare, issue, and maintain records of computer software for student, faculty, or staff use.
8. Set up and install operating systems, customizing for specific application by creating required files and execution paths, setting up directories and installing software, and implementing simple menu systems for the user. Create a bootable USB drive, CD, or hard drive as appropriate.
9. Assist in the design, installation, and maintenance of Windows servers; assign, setup, and modify user and group permission on Windows servers.
10. Order, receive, catalog, and store computer supplies, materials, and related computer components; maintain appropriate records and order replacement items as necessary; maintain local inventory control for computer equipment and materials.
11. Run diagnostic tests and make minor repairs on equipment; coordinate other equipment repairs according to district policy.

12. Participate in the selection and evaluation of equipment and software to be considered for purchase; may contact vendors to gather information for this assessment.
13. Assist in the preparation of laboratory budgets.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- 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.
- Networking topologies and operations.
- Operating systems.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles, practices, and procedures of computers, computer laboratories, and the computer science field.
- Programming languages and familiarity with Assembly language and an Editor.
- Record-keeping techniques.
- Safety regulations involving computers and electrical equipment.
- Technical aspects of field of specialty.

Skills and Abilities:

- Assemble, maintain, and perform minor repairs on computer laboratory equipment.
- Assist students in understanding and applying basic principles of computer science.
- Communicate effectively both orally and in writing.
- Demonstrate competence in the field of computers.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Issue and receive equipment and supplies.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to computer science and at least two years of successful work experience in the field of computer science. Experience in an instructional setting is desirable.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Favorable, involves instructional laboratory settings and office environments.