

# **Desert Community College District**

## **Instructional Laboratory Technician, Language Lab**

### **Basic Function**

Under the direction of the Director of Tutoring and Academic Skills Center and Supplemental Instruction, perform a variety of instructional, technical, and clerical duties in an Tutoring & Academic Skills Center lab environment to assist students; prepare and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of learning materials. Possess the ability to properly communicate both orally and in writing in English and Spanish.

### **Representative Duties**

#### **Essential Functions**

1. Assist students in utilizing various language lab materials, instructional equipment, programmed materials, and computer-aided instructional programs; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues.
2. Greet and assist visitors at the Front Desk; orient students to the lab and equipment as needed. Disseminate information regarding TASC and services in person, by telephone, and through email to students, staff, faculty, administrators, and the public. Refer people to appropriate departments.
3. Tutor students individually or in small groups in a variety of instructional and tutorial situations including, but not limited to, Live Lab Conversation Practice sessions, pronunciation practice, grammar practice, basic sentence structure, etc., and in ESLN and foreign languages. Respond to lab user needs promptly and courteously. Supervise the use of lab, equipment, and materials

4. Demonstrate to students individually or in small groups how to use the resources available, how to operate the computers, equipment, or navigate the internet to find on-line foreign language or ESL/ESLN activities that match and reinforce classroom instruction.
5. Assist supervisor in the organization, preparation, and presentation of instructional materials specific to a language lab environment; issue and receive instructional materials for assignments.
6. Oversee log in/out procedures, including startup/shut down of the log in/out computer; conduct regular attendance checks and monitor study areas. Report computer malfunctions and request repair work orders as necessary. At closing time, turn off all lab stations, printers, log in machines, and other equipment; lock language lab doors; set the building alarm if necessary.
7. Assist Language Lab Liaison in finding new ESL and FL online resources. Review the Language Lab webpage periodically to report links that are no longer active. Develop print, digital, and electronic promotional and informational media and materials. Ensure accessibility of media, and materials.
8. Perform a variety of administrative duties including answering telephones, dissemination of information pertaining to the lab, and gather data for projects and reports.
9. Assist supervisor, language lab liaison, and tutorial coordinators in the preparation, presentation, and organization of TASC events, orientations, and workshops. Present a conference module about language learning with the language lab faculty liaison as assigned.
10. Maintain a variety of files, records and reports; prepare reports as assigned.
11. Assist in developing new procedures and forms as assigned.
12. Operate and set-up a variety of office and instructional equipment;

related software programs, including, but not limited to, Microsoft Office Suite, video meeting/conferencing software, scheduling software, word processing, spreadsheets, teaching aids, and email.

Maintain current knowledge of equipment and software.

13. Participate in training related to responsibilities, including, but not limited to, professional development activities, conferences, workshops, trainings, and webinars.

14. Maintain accurate inventory of lab equipment, supplies, and materials. Order or request supplies and materials as necessary.

### **Other Functions**

Organize lab area efficiently and for accessibility to assure students' needs are met.

Assist in relieving others of duties for required breaks and lunches.

Perform related duties as assigned.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Interpersonal skills using tact, patience, and courtesy.
- An understanding and sensitivity to the diverse backgrounds of community college students and staff.
- Correct English and Spanish usage, spelling, grammar, and punctuation.
- Use of technology associated with language lab instruction and independent learning.
- Instructional materials and learning styles appropriate to a language lab.
- Basic reference and resource materials and effective study techniques.
- Record-keeping methods, software, and devices.
- Modern office practices, procedures, and equipment.

- Proper methods of cleaning and storing equipment, materials and supplies; program installation procedures.
- Use of lab computer hardware and software, including Microsoft Windows, Word, Excel, and PowerPoint.

**Ability to**

- Establish and maintain cooperative and effective working relationships with coworkers and students of diverse backgrounds.
- Coordinate with staff and faculty in regards to instructional materials needed.
- Ability to follow verbal and written instructions.
- Listen attentively to students and determine, when necessary, what instructional materials they should use.
- Provide instructional assistance and information to students on the availability and uses of instructional materials and equipment.
- Read, understand, interpret, and apply department rules, policies, and processes relating to assigned area.
- Tactfully enforce the TASC Lab policies.
- Conscientiously maintain the TASC Lab as an organized and efficient learning environment and for accessibility to assure students' needs are met.
- Remain interested and current concerning instructional equipment, software, and materials.
- Learn methods and procedures to be followed in an instructional situation.
- Assist in the implementation of lab programs and services.
- Perform routine clerical work.
- Communicate effectively both orally and in writing in English and Spanish, in person, and on the telephone, and by email.

- Operate a computer and a variety of office and instructional equipment.
- Regularly maintain equipment and supplies used for instructional purposes.
- Assist supervisor in the organization, preparation, and presentation of materials, media, and webpages; ensure accessibility.
- Set up and operate assigned departmental equipment.
- Determine appropriate action within clearly defined guidelines.
- Reach overhead, above the shoulders and horizontally; bend at the waist; kneel and crouch; stand and sit for extended periods of time; lift 25 pounds

**Education and Experience**

Any combination equivalent to Associate's degree in a foreign language, English as a Second Language, or English as a Foreign Language and three (3) years of experience working with students in an instructional lab setting. Ability to properly communicate both orally and in writing in English and Spanish.

**Working Conditions****Environment:**

Laboratory or classroom environment. Constant interruptions. Constant physical activity, interruptions, and interaction with students.

**Employment Status**

- Bargaining Unit Position
- Range 11

Adopted 6/11; Revised 4/22