

**INSTRUCTIONAL LABORATORY COORDINATOR**

**DEFINITION**

To supervise an instructional laboratory; to organize, schedule and assist in evaluating a variety of laboratory activities; to provide tutoring services to students in the discipline assigned; to assist instructors with laboratory teaching exercises; to provide a wide range of technical, clerical, and other assistance to students, faculty, and tutors; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this class perform a variety of technical and tutorial assistance in an instructional laboratory and provide general instructional assistance in a specified instructional area. Specific tasks may vary according to the subject area and discipline to which assigned. Work is performed within a framework which may or may not require the physical presence of an instructor.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager. May receive technical and functional supervision from a program instructor. Exercises technical and functional supervision over tutors and/or student assistants.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited:

Essential duties may include, but are not limited to, the following:

Coordinate and supervise the laboratory activities.

Supervise and tutor students in the use of laboratory facilities and in the areas in which the students need assistance; provide students, faculty, and tutors with assistance and training in the operation of computers and other laboratory equipment.

Identify student needs and determine remediation plans for students with weaknesses in the assigned subject area.

Advise students on study methods and learning strategies.

Assist students on study methods and learning strategies.

Assist in developing and monitoring the budget for the laboratory; develop and maintain record keeping systems and statistical reports as assigned.

Select, train, supervise, and evaluate student assistants and/or tutors; review, approve and submit student time cards.

Assist in the administration of laboratory assignments, exercises, and tests under the direction of an instructor or other certificated staff member.

Meet with faculty to become familiar with their lesson plans and expectations for student competencies.

**(OVER)**

## **EXAMPLES OF DUTIES** (continued)

Monitor computer software and hardware to ensure all are in proper working order, perform minor maintenance when necessary; report and document equipment problems or failures.

Maintain a reference library and files of resource material for faculty and student use.

May create and maintain student and faculty computer files; ensure that only authorized persons are using computer and other laboratory equipment.

Assist in the design, development and implementation of forms, software, and other methods to monitor and improve the effectiveness of the laboratory; assist in the preparation of instructional aids used by students and faculty in the laboratory.

Assist with the orientation of part-time faculty.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Laboratory equipment, materials, supplies and procedures as used in the subject area laboratory.  
Principles, practices, and applications of the assigned subject material at the level of the courses taught in the District.

Principles and operations of the computer equipment and software used in the laboratory.

### Ability to:

Select, train, supervise, and evaluate student assistants and/or tutors.

Perform a variety of instructional assistance, tutoring, and related support function with the academic subject area assigned.

Assist students in understanding the basic fundamentals of the subject area assigned.

Operate, set up, troubleshoot, and demonstrate the use of computer and other equipment in the laboratory.

Analyze laboratory procedures and make constructive suggestions for improvement.

Develop and maintain record keeping systems for the laboratory.

Communicate effectively and tactfully, both orally and in writing.

Organize, coordinate, supervise and schedule a variety of laboratory activities.

Establish and maintain effective work relationships with those contacted in the course of work.

### Experience and Education:

Any combination of experience and training that likely would provide the required knowledge and skill is qualifying. A typical way to obtain the knowledge and skill would be:

#### **Experience:**

Work experience in the operation and maintenance of a laboratory in the assigned discipline.

Work experience as a tutor in the assigned discipline at the level taught at the college.

Experience as an Instructional Assistant in the assigned discipline at a community college with a comparable program to that in the District.

#### **Education:**

Equivalent to a Bachelor's degree with course work related to the assigned discipline.