

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4788

### INSTRUCTIONAL TECHNICIAN II

**Abolished Effective February 10, 2006**

#### BASIC FUNCTION

Prepare materials and equipment for use in areas such as classrooms, laboratories, shops, projects, experiments and demonstrations. Assist students in course work assignments. Work with faculty to develop programs and coordinate support for a variety of courses.

#### DISTINGUISHING CHARACTERISTICS

Under general direction, plan and conduct experiments and demonstrations in a formal course work setting in nonscientific disciplines such as: arts, humanities, social sciences, vocational programs, etc. Assist in the development of programs of instruction involving the use of technical and academic knowledge, materials, and techniques. Work with students, materials, projects and experiments independent of the formal classroom or laboratory setting.

#### TYPICAL WORK

Prepare equipment, materials, and solutions for classwork projects; prepare demonstrations as requested by instructors;

Setup and use equipment peculiar to a specific discipline;

Assist instructor with lecture and laboratory material; confer with instructor in establishing and developing assignments;

Estimate quantity and quality of supplies and materials needed; order equipment and supplies for the course; follow through purchasing department on procurement of supplies; maintain adequate stock levels;

Provide training for students and faculty in specialty area such as a specific computer software program, holography, ceramics, etc.;

Alter and rewrite, redesign experiments or projects as necessary to meet requirements of students and conform to limitations; inform instructors of problems students encounter;

Maintain instruments, get outside assistance when necessary;

Direct student workers; teach them techniques and procedures; assist them in their work;

Maintain computerized inventory;  
Perform demonstrations for students;

May coordinate the work of Instructional Technician I's.

May act as safety officer in area of responsibility; teach safe handling of equipment and materials; maintain area for cleanliness as well as safety;

May discuss experiments and assignments with students; may assist students in conducting individual assignments; may tutor students in course subject matter;

May act as coordinator of shop or laboratory controlling all equipment, chemicals and use of space; may use hazardous materials such as acids, etc.

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

A Bachelor's Degree in specific instructional area OR two years of college course work in major study area AND two years experience in the specific area of operation OR equivalent education/experience.

New Class: 7-12-73

Revise Class: 12-14-73

Revise Class: 11-13-75

Revise MQ's: 3-17-77

Revise Class: 3-3-89