

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4787

### INSTRUCTIONAL TECHNICIAN I

**Abolished Effective February 10, 2006**

#### CLASS SERIES CONCEPT

Provide instructional support services for academic and vocational instructional programs that are not scientific instructional programs. In conjunction with faculty, prepare, modify and/or develop instructional programs, teaching aids, materials and equipment associated with shop, classroom or laboratory instruction. Work may be in a variety of disciplines. This series is distinguished from the Teacher Aide series by its primary emphasis on support activities requiring technical knowledge of the discipline(s).

#### BASIC FUNCTION

Prepare materials and equipment for use in a shop, classroom or laboratory. Assist students in course work assignments. Assist instructors in presenting course material to students.

#### DISTINGUISHING CHARACTERISTICS

Under general supervision, perform work in direct support of teaching operations including set up, maintenance and operation of equipment in accord with standardized procedures or instructions received from academic or supervisory personnel.

#### TYPICAL WORK

Prepare materials for use in undergraduate classrooms, laboratories or instructional shops;

Repair or rebuild existing equipment and apparatus(es) by utilizing appropriate machine tools and hand tools;

Set up assignments, equipment, or demonstration apparatus for classes; service and maintain equipment;

Maintain storage area;

Receive materials and supplies used in classes and store for future use; assist instructors in demonstration of tools, equipment, machinery, apparatus and materials;

Modify equipment, materials and programs as required for individual instructors;

Assist students and instructors in selecting correct tools and materials; assist in setup and operation as required;

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

Direct the work of others; teach them techniques and procedures; assist them in their work;

Construct equipment and apparatus for research projects for laboratory and graduate students;

May use hazardous materials such as acids, pesticides, etc., using safety procedures in handling;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

Two years of full-time experience/training in the appropriate discipline(s) OR equivalent education/experience.

New Class: 1-03-73

Revise Class: 12-14-73

Revise Class: 3-3-89