

**INSTRUCTIONAL SUPPORT TECHNICIAN – AGRICULTURAL COMPUTER LAB****DEFINITION**

Under direction, leads and performs highly advanced and technical support duties in the specialized field of East Campus/Agricultural Computer Technician laboratory and/or instructional environment; assists instructors in preparing for complex learning experiences; coordinates the functions of the East Campus/Agricultural Computer units; operates and maintains specialized equipment related to the assigned instructional areas; monitors and ensures the safety of student activities that may involve the use of hazardous equipment, chemicals, or other materials; performs complex technical administrative support tasks for faculty and other instructional staff; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced and lead technical level class in the Instructional Support Series within the Yosemite Community College District (YCCD). Incumbents in this class provide advanced instructional and administrative support in technically complex East Campus/Agricultural Computer Technician laboratory and/or instructional settings and frequently serve as lead workers over multiple complex areas in such settings. Incumbents must possess and utilize highly technical and specialized knowledge of the East Campus/Agricultural Computer Technician instructional area and related technology in order to perform duties and help ensure the safety of students.

This class may be distinguished from the lower-level class of Instructional Support Technician because incumbents in that class perform a wide range of complex technical instructional and administrative support duties in science, vocational, engineering, electronics, photography, physical education, or other specialized and technical laboratory environments, but do not typically serve as lead workers in those types of specialized settings.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full-time employees or student employees on a regular basis.

**ESSENTIAL DUTIES**

- Assists of East Campus/Agricultural Computer Technician faculty and instructional staff by preparing and presenting complex technical materials designed to enhance students' learning processes; participates in the planning and implementation of exercises and/or experiments; sets up and conducts complex instructional exercises as directed; may independently implement and coordinate instructional sessions and activities.
- Prepares complex and specialized equipment, materials and/or chemicals for exercises in support of the related programs.

- Provides specialized computer assistance to students in multiple agriculture classes in regards to Excel graphing, MS Office advanced functions, and other web/computer questions specific to classes and multiple activities in the agricultural community
- Provides specialized and advanced computer graphic materials for agriculture instructors for various classroom assignments, events such as scholarship luncheons, tractor pulls, livestock shows, livestock and equine sales, Young Farmer Club activities, etc.
- Supervisor/organizer of the FFA Field Day tabulations and electronic results being available almost instantly after the event
- Update the agriculture MJC web pages and communicate via social media with the ag community about announcements, awards, event information, and more
- Work closely with agriculture faculty on a variety of computer-based learning opportunities in multiple classes from accounting to agriculture communications to animal science and more.
- Seeks out sources of demonstration materials and supplies.
- Sets up, disassembles, cleans or replaces apparatus and instructional materials used in activities and demonstrations.
- Prepares and properly disposes of solutions, cultures, and specimens.
- Ensures that assigned learning environments are maintained in a safe, clean and orderly condition; calibrates and performs minor repairs on equipment; monitors the cleaning and organizing of materials; monitors the safety and security of equipment; coordinates with vendors for repair and maintenance services as needed.
- Ensures that chemicals and equipment are stored appropriately and safely.
- Orders and purchases chemicals, laboratory supplies and equipment; contacts and negotiates with vendors to obtain supplies as needed.
- Oversees the disposal of unsafe or hazardous materials according to Federal, State, County and City regulations.
- Maintains records of materials ordered, issued, used and returned and prepares related reports; maintains inventories to ensure that adequate quantities are available for timely instructional use.
- Instructs and/or tutors individual students and small groups to reinforce and follow up on classroom learning activities; monitors and assists students in drills, practices and study activities as a follow up what was presented during regular classes.
- Reports student progress toward the accomplishment of learning objectives.
- Maintains libraries and/or inventories of instructional resources and materials; maintains records of materials loaned to students for home study.
- Organizes and presents workshops related to the development of study skills, interpersonal skills, life skills, academic improvement, and other subjects relevant to learning.
- Coordinates and performs administrative support duties that may require typing, proofreading, filing, checking and recording information.
- Posts information to a computerized and/or manual management information storage and retrieval systems; retrieves and compiles information and prepares complex clerical forms, reports and summaries.
- Operates a variety of computers and/or industry related technology equipment pertaining to the assigned academic area; maintenance and troubleshooting; assists students in utilizing specialized technology as part of the learning process; resolves and repairs minor technical issues.
- Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### Education and Experience:

#### Pattern I

- **Experience:** Two years equivalent to an Instructional Support Technician at YCCD, performing duties that provided familiarity with Ag Business academic areas (which may vary depending upon the assignment of the position).

*OR*

#### Pattern II

- **Education:** Possession of an associate's degree from an accredited college with major course work in an Ag Business discipline, or a related area, such as instructional technology, applicable to the specific assignment of the position.
- **Experience:** Four years performing technical duties that provided familiarity with Ag Business instruction (which may vary depending upon the assignment of the position).

### Special Requirements:

- Depending upon the assignment of a position, applicants may be required to demonstrate technical knowledge and skills pertaining to Ag Business instruction.

### Knowledge of:

- Operations, procedures, goals or objectives of the East Campus/Agricultural Computer Technician laboratory(ies) and program(s) assigned.
- Methods and techniques of student instruction and tutoring.
- Principles and practices of supervision and leadership.
- Specialized subject matter pertaining to East Campus/Agricultural Computer Technician disciplines.
- Modern office, classroom and laboratory procedures and equipment including computers and simulation technology.
- Microsoft Office suite.
- Basic mathematical principles and applications.
- Proper English usage, spelling, grammar and punctuation.
- Principles and practices of filing and record keeping.
- Principles of business letter writing and basic report preparation.
- Appropriate and effective communication and listening skills.

### Ability to:

- Perform specialized technical laboratory duties pertaining to East Campus/Agricultural Computer Technician disciplines.
- Provide hands-on academic support to students as a supplement to their classroom teaching.
- Prepare laboratories and lessons as requested by the instructor.
- Assist and support faculty during instructional demonstrations, and/or other activities

- Respond to a variety of requests for assistance from students and instructors.
- Listen effectively and appropriately assess student academic needs.
- Work with students from a wide range of cultural backgrounds, ages and academic abilities.
- Maintain accurate and complete records and files.
- Explain and ensure adherence to laboratory and program procedures, goals and objectives.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Multi-task.

**Licenses and Certificates:**

- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes, and/or prepare laboratory materials/equipment; must have a full range of motion in the upper extremities.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speaks and hears on the telephone, and speaks in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with students, teachers and others, including the public.
- **Other Factors:** moderate risk of exposure to hazardous chemicals, biological materials, flammable gases and electric shock; moderate use of equipment with moving and/or sharp parts.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed at East Campus/Agricultural Computer Technician laboratory or other highly technical setting.