

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: LANGUAGE LAB ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Area Administrator or assigned supervisor, oversee and assist students in the use of an instructional reading/writing laboratory or a language lab.

#### **REPRESENTATIVE DUTIES:**

Oversee and assist students in the use of an instructional reading/writing laboratory or a language lab; maintain a proper study atmosphere.

Prepare and maintain written rules, procedures and instructions concerning use of the lab and programs.

Assist instructors with lab orientation for students as necessary; assist tutors with information concerning operation of computers.

Operate a computer terminal to complete readability evaluations for District textbooks and maintain records; operate computers, printers and a typewriter.

Maintain student time on computer, prepare records and inform instructors as needed.

Conduct lab tours.

Assist in other lab activities as required.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation of microcomputers and related peripheral equipment.

Lab procedures.

Instructional methods used in a specified academic subject area.

Operating procedures and practices appropriate to an instructional computer laboratory.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Recordkeeping techniques.

Principles of training and work direction.

**KNOWLEDGE AND ABILITIES: (continued)**

**KNOWLEDGE OF: (continued)**

Interpersonal skills using tact, patience and courtesy.

Interact with instructors and students to promote an effective learning environment.

Respond to student questions regarding a specified academic subject area.

Understand and follow oral and written directions.

**ABILITY TO:**

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Train and provide work direction to tutors and work study students.

Operate a microcomputer, related software and peripherals.

Operate an electronic keyboard at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and one year general clerical experience involving use of a computer terminal or micro computer.

**WORKING CONDITIONS:** Duties are primarily performed in an instructional laboratory environment. Incumbents are subject to noise from equipment operation.

**PHYSICAL DEMANDS:** Must see clearly to assist students and operate equipment, speak clearly and distinctly to provide information to students and staff, hear and understand voices over telephone and in person, sit or stand for long periods of time, walk and move equipment, use hands and fingers to handle or manipulate assigned equipment, reach with hands and arms, move among students in the laboratory, move and transport instructional materials and equipment weighing up to 25 pounds.