

LABORATORY ASSISTANT, CHILD DEVELOPMENT OBSERVATION

DEFINITION

Under general supervision, provides technical and instructional support services for students; provides orientation sessions, prepares and sets up child observation laboratory, instructional materials, and supplies; assists students in the use and operation of observation equipment, and materials related to the District's Child Development discipline.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Business. Exercises no direct supervision of staff. Provides technical and functional direction and guides students enrolled in Child Development courses with assignments requiring child observation or early childhood classroom observations.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of technical and instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory assistant classifications by having subject matter expertise in the District's Child Development program, equipment, and materials.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Prepares and sets up laboratory environment, organizes, arranges, stocks supplies and distributes materials; monitors equipment.
- Train, assist, and monitor students, Child Development faculty, and CDC staff use of lab equipment.
- Manage computer and paper files.
- Create and modify various computer files (i.e. documents, spreadsheets, presentations).
- Attend SARS Grid, camera, and sound system technical trainings.
- Download, store, and print photographs for CDC and students' educational use.
- Organize, restock, clean, and maintain lab facility, equipment, and supplies.
- Monitor operating status of cameras and observation equipment.
- Assess and report technical problems with observation equipment to supervisor.
- Identify and resolve small technical problems with observation equipment.
- Assist in CDC data collection for observational use (i.e. children's photo rosters, height, and weight)
- Enforce lab code of conduct with student observers
- Identify and direct students to use appropriate cameras for observation
- Assign focus children based on criteria, including children's age, children's schedule, students' schedules, students' observation course and assignments, children's special needs (if applicable), and the CDC classroom schedules.
- Maintain confidentiality of students', children's, and staff information, documentation, and discussion shared in the lab.
- Attend lab staff meetings
- Communicate professionally with students, lab staff, CDC staff, Child Development faculty, and representatives from other Mt. SAC departments as needed
- Maintain open communication with fellow Lab Assistants, CDC staff, and Child Development faculty.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's Child Development Program.
- Child Development Center Licensing requirements
- Principles and practices used in the operations, maintenance, and administration of network operating systems, personal computer system hardware, and related software systems.
- Personal computer and network system application software packages, including word, Excel, PowerPoint, Lotus Notes
- Occupational hazards and standard safety procedures.
- Set-up, operation, demonstration, and maintenance of various equipment used in the Child Development Observation Lab.
- Methods, practices, and techniques of student learning and instruction.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Train students and staff how to use observation cameras and equipment.
- Tutor student with methods of child observation writing techniques and concepts.
- Assist students and faculty in the use and operation of equipment and materials related to the assigned Child Development assignments.
- Create an engaging and positive learning environment in the observation laboratory, or other learning environments.
- Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Child Development Observation Laboratory.
- Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Estimate and order required supplies and equipment.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Laboratory Assistant – Child Development Observation

Page 3 of 3

Equivalent to the completion of the twelfth (12th) grade and evidence of at least 3 units of college level Child Development coursework specific to child observation with passing grades, and completion of 3 units of college level English composition from a regionally accredited college.

Licenses and Certifications:

- Current immunization against influenza, pertussis, and measles/mumps/rubella.
- The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a child observation laboratory and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in a child observation laboratory which requires standing and walking between work areas frequently. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, and communicable diseases. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.