



Classification Title: Instructional Support Specialist – Arts/Media

Department:	Arts and Media Studies	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	Manager, Arts and Media Operations	Date of Origin:	4/2024
Supervision Given:	Direction and Guidance	Last Revision:	4/2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides instructional assistance to faculty and students in an arts and/or media studies instructional laboratory or studio environment; oversees day-to-day activities, ensuring the safe laboratory/studio environment, including safe operations of equipment and work processes and the safe mixing, use, storage and disposal of hazardous chemicals and biohazards; provides lead guidance and training to short-term, temporary and student employees assigned to the labs/studios; monitors the budget for assigned labs and studios and requisitions equipment, consumables and supplies, including chemicals and other materials, to meet laboratory and instructional needs; independently performs complex technical duties; assists instructors in developing and implementing instructional programs; maintains a clean, safe and orderly learning environment.

DISTINGUISHING CHARACTERISTICS.

Instructional Support Specialist – Arts/Media is distinguished from Senior Instructional Support Assistant by its greater technical scope and level of responsibility including responsibility for hazardous chemicals and other materials and for safety in a laboratory involving dangerous equipment and tools. Instructional Support Specialist – Arts/Media is further distinguished from other specialized Instructional Support Specialist classes by its responsibility for laboratory/studio support of arts and media studies programs including photography, ceramics, glassblowing and other arts and media classes.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees day-to-day activities in an assigned arts or media studies laboratory or studio; trains students in the set up, operation, use and maintenance of lab equipment, materials and resources; responds to student questions regarding laboratory procedures and requirements; ensures labs are open and ready for use during scheduled hours and that equipment is in sound working order; monitors to ensure lab closing procedures are followed; maintains a clean, safe and orderly learning environment; ensures the security of laboratory/studio equipment and materials.
2. May participate in selecting, scheduling, training and overseeing student employees assigned to the area/lab; leads, assigns and monitors work for completeness, accuracy and conformance with College/department/lab standards; provides training on work processes and technical procedures; prepares timesheets; provides information to supervisor on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the College's commitment to teamwork, mutual trust and respect.

3. Maintains the safety of the area, laboratory and/or studio environment; provides instruction and demonstrates safety procedures to lab assistants and students; monitors ongoing activities in the laboratory to ensure safety procedures are followed; inspects and maintains laboratory safety equipment and safety kits; immediately reports any safety concerns and/or needed repairs to the supervisor and Environmental Health and Safety (EH&S); provides and documents annual safety training for staff, faculty and lab assistants; in coordination with EH&S, creates and updates safety manuals and handouts; serves as liaison for the annual safety inspection and takes action to correct any deficiencies identified; maintains and updates Material Safety Data Sheets (MSDS) notebooks as required by law.
4. Assists instructors in developing and implementing new laboratory/studio curriculum and exercises; investigates equipment, materials and supplies needed and prepares cost estimates; develops, explains and demonstrates use of materials and techniques; prepares specialized materials and solutions for unique applications.
5. Sets up various experiments and classroom demonstrations planned or requested by instructors; calculates, mixes, prepares, labels and stores a variety of chemical solutions, reagents, media, compounds, bacterial cultures and samples; labels, safely stores and periodically arranges with EH&S for the disposal of expired chemicals, chemical solutions and biohazards generated during daily laboratory use.
6. Monitors the area/laboratory/studio budget; maintains and prepares requisitions to replenish consumables, materials and supplies including chemicals, glazes and other materials and supplies to meet laboratory needs; prepares work orders for facilities repairs and upgrades and for the replacement and purchase of equipment.
7. Provides tutoring assistance to students during classroom and open lab/studio time; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructor teaching; interprets and guides students through course and laboratory assignments; counsels students on study skills; monitors and reviews student work and assignments and discusses student progress with instructors.
8. When assigned to a photography laboratory and dark room and other media studies studios, oversees and maintains different learning environments; calibrates, adjusts and performs preventive maintenance and repairs on laboratory, dark room, studio lighting and/or computerized digital printing equipment; provides regular maintenance and arranges major repairs; examines literature and recommends the purchase of new equipment; oversees equipment check-in/check-out processes, database and systems, using district software.
9. When assigned to an art studio that may include ceramics, glassblowing, jewelry, foundry, sculpture, painting and drawing, oversees and maintains various related learning environments; oversees the studio/laboratory areas and performs preventive maintenance and repair of equipment related to the studio, such as kilns, glassblowing furnaces, jewelry-making tools, foundry equipment, and sculpting tools; maintains studio equipment associated with studio art classes and artistic processes, arranging for major repairs; tracks the remaining life of studio equipment, evaluates relevant literature for equipment updates, and makes recommendations for new equipment acquisitions.

Marginal Functions:

1. Creates presentations, conducts orientations and coordinates lab/studio tours.
2. Maintains content of the department website; posts promotional and informational materials.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of experience providing instructional or tutorial assistance to students in the assigned subject matter area, or three years of related work experience in the assigned subject area.

Education/Training: Equivalent to an associate degree from an accredited college or university.

Preferred Qualifications: Related coursework or degree from an accredited college or university.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Advanced methods and practices of student instructional support and tutoring.
2. Use and operation of computers with standard business and specialized software applicable to assigned laboratories and studios.
3. Methods and procedures for diagnosing and resolving minor computer hardware and software problems used in an art and/or media studies classroom or laboratory environment.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
5. Office practices and procedures, including recordkeeping.
6. Sources of instructional support materials and aids to meet the needs of students and faculty in a learning center and/or laboratory.
7. OSHA and District safety policies, procedures and safe work practices applicable to the assigned laboratory/studio including work around dangerous equipment and tools and the safe mixing, storage and disposal of chemicals and other hazardous materials.

When assigned to a photography laboratory or darkroom or media studies studio:

8. Photographic principles, including functions and techniques in the use of film and digital cameras, video equipment and studio lighting equipment.
9. Principles and techniques involved in the mixing of photographic chemicals in a darkroom setting.
10. Uses and functions and maintenance of lighting and sound equipment and accessories.
11. Principles, methods and techniques of color management in both small and large format printing.

When assigned to an art laboratory or studio:

12. Studio art principles in various areas of studio arts that may include ceramics, sculpture, glassblowing/casting, jewelry and metalsmithing, painting/drawing, and foundry.
13. Uses and functions and maintenance of various studio art equipment including kilns, wheels, woodworking tools, furnaces, and other tools and equipment commonly found in art studios.
14. Principles, methods and techniques of proper material management of clay, glazes, glass, acids, enamels, metals, wax, slurry, and other materials commonly found in a mixed media art studio.

Skill in:

1. Providing effective tutoring, instruction and guidance to students in an assigned arts/media studies laboratory or studio; accurately, thoroughly and clearly answer students' subject matter, equipment use and technology questions.
2. Providing day-to-day administrative and technical support to instructors in carrying out their responsibilities.
3. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
4. Assigning and inspecting the work of student workers and lower level staff.
5. Training, demonstrating, inspecting, enforcing and monitoring safe work practices and safety compliance by instructors, staff, student employees and students in an arts/media studies laboratory or studio environment with hazardous chemicals and and equipment.

6. Providing day-to-day technical support for computer hardware, peripherals and software in assigned laboratories/studios.
7. Walking students through uses and operations of specialized equipment, tools, hardware and software.
8. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
9. Operating a computer, enterprise software, standard business software and other standard business and instructional equipment.
10. Organizing and maintaining a variety of records and files.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Communicating clearly and effectively, both orally and in writing.
13. Maintaining the confidentiality of student records and information.
14. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
15. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee primarily works in an instructional laboratory, studio or classroom environment, with exposure to hazardous chemicals, fumes, and moisture requiring the use of personal protective equipment. The noise level in the work environment is frequently loud. The employee must be able to work at any college location or facility during day and/or evening hours with occasional evenings, holidays and/or weekends on an as needed basis. Occasional local travel may be requested.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle, feel and operate laboratory/studio equipment, tools, computers and other business equipment; the ability to lift and/or move up to 50 pounds or more; smell and distinguish colors; and near visual acuity to operate equipment and tools and read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.