

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)

1. Prepares and sets up laboratory environment, organizes, arranges, stocks supplies, and distributes materials; monitors equipment.
2. Trains, assists, and monitors students, Child Development faculty, and CDC staff use of lab equipment.
3. Manages computer and paper files.
4. Creates and modify various computer files (i.e. documents, spreadsheets, presentations).
5. Attends SARS Grid, camera, and sound system technical trainings.
6. Downloads, stores, and prints photographs for CDC and students' educational use.
7. Organizes, restocks, cleans, and maintains lab facility, equipment, and supplies.
8. Monitors operating status of cameras and observation equipment.
9. Assesses and reports technical problems with observation equipment to supervisor.
10. Identifies and resolves small technical problems with observation equipment.
11. Assists in CDC data collection for observational use (i.e. children's photo rosters, height, and weight).
12. Enforces lab code of conduct with student observers.
13. Identifies and directs students to use appropriate cameras for observation.

14. Assigns 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.
15. Maintains confidentiality of students', children's, and staff information, documentation, and discussion shared in the lab.
16. Attends lab staff meetings.
17. Communicates professionally with students, lab staff, CDC staff, Child Development faculty, and representatives from other Mt. SAC departments as needed.
18. Maintains open communication with fellow Lab Assistants, CDC staff, and Child Development faculty.
19. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
20. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
21. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
22. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
23. Prepares and delivers oral presentations related to assigned areas as required.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's Child Development Program.
3. Child Development Center Licensing requirements
4. Principles and practices used in the operations, maintenance, and administration of network operating systems, personal computer system hardware, and related software systems.
5. Personal computer and network system application software packages, including word, Excel, PowerPoint, Lotus Notes
6. Occupational hazards and standard safety procedures.
7. Set-up, operation, demonstration, and maintenance of various equipment used in the Child Development Observation Lab.
8. Methods, practices, and techniques of student learning and instruction.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. Record keeping principles and procedures.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. 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:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Train students and staff how to use observation cameras and equipment.
5. Tutor student with methods of child observation writing techniques and concepts.
6. Assist students and faculty in the use and operation of equipment and materials related to the assigned Child Development assignments.
7. Create an engaging and positive learning environment in the observation laboratory, or other learning environments.
8. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Child Development Observation Laboratory.
9. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
10. Estimate and order required supplies and equipment.
11. Establish and maintain a filing, record keeping, and tracking systems.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Operate modern office equipment including computer equipment and software applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. 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:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. 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.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution

such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR

2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

1. Current immunization against influenza, pertussis, and measles/mumps/rubella.
2. 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.