



Job Description

Job Title: Learning Laboratory Specialist

JTC: CDR

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides a wide variety of operational, research and administrative laboratory support services in the related educational field. Responsible for ensuring the effectiveness and efficiency of lab operations and resource utilization to meet academic standards.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to Identify, enhance and follow specific processes and procedures to maximize the efficiencies of academic courses or research activities conducted in a laboratory environment. Ensures adherence to standard operating procedures for lab operations to maximize safety, operational effectiveness, efficiency, and quality control and compliance with district policies/procedures, local, federal and state rules/regulations.

Maintains an understanding of learning principles and the ability to apply them in the development and delivery of the learning experience. Provide support and assistance related to facilities, equipment issues, and repairs. Coordinates the ordering of inventory, storage, supply maintenance, lab ware, and instruments essential to the operation of the lab.

Uses effective interpersonal and communication skills, including tact and diplomacy, when working with a diverse, multi-cultural college community and external vendors. Participates as a team member, in a collaborative environment, when coordinating operational activities in the instructional laboratory, providing support services to faculty, students and staff.

Recognizes opportunities to apply quality improvement principles in daily activities. Researches, evaluates and recommends new lab equipment and materials. Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges.

Develops techniques to organize workflow to ensure quality, precision and timeliness of outputs. Keeps up to date on the professional and technical aspects of the job. Ability to interpret and communicate information, ideas and instructions clearly and accurately, both verbally and in writing to a diverse community.

PHYSICAL REQUIREMENTS

Work is performed in a standard office/lab environment. May be exposed to hazards within the laboratory environment, including but not limited to, potential exposure to contaminated blood and chemicals, etc. May require occasional lifting of objects from 50-75 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree with two (2) years of related work experience. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the operation of one or more of the college laboratories. Provide assistance identifying, planning, evaluating, and implementation of materials and activities related to students served by the assigned lab(s). Coordinates the preparation of syllabi for self-paced courses; including online resources for distance learning courses as related to the assigned lab.

Works with faculty, support staff and students to maximize the effectiveness of service provided by the self-paced labs and traditional labs. Programs and prepares laboratory simulations/exercises necessary for demonstration and other related skills. May coordinate the training of new personnel assigned to the labs including student workers, and student advisement related to TSI and ESOL issues.

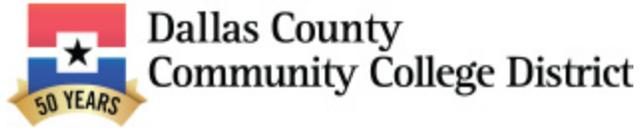
Build, maintain and encourage productive working relationships with faculty and divisions, by acting as a resource in answering questions and providing information regarding the interpretation of policy and procedures for the DCCCD and external agencies as they apply to departmental functions. Participates in faculty meetings to discuss new and/or re-vamp programs, goals and objectives as they relate to the simulation lab(s).

Develops, implements, manages, and evaluates a variety of informative materials and activities to attract, maintain, and assist current and potential students. Maintains accurate student and other records as required by law and by the Board of Trustees and Administrative Procedures Manual. Capable of assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the student and organization.

Assists in the testing and evaluation of new technologies, recommends the purchase and develops strategic plans for future acquisitions. Promotes safe lab practices/procedures and manages the inventory of hazardous materials in the labs. Excellent oral and written communication skills to interact effectively with individuals from diverse backgrounds and varying levels of DCCCD staff.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the



total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.