Position Title: WORKFORCE LAB ASSISTANT

Location	All
Hours	As Required; 19hours a week maximum
Job Classification	Lab Assistant
Security Sensitive	Yes
Division	Instruction
Salary	Starting $20 hr.
Department	Workforce
Reports to	Respective Coordinator

I. Education Requirements

Education must meet the specific departmental requirements as mandated by Coastal Bend College and as reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for the appropriate field of study and degrees awarded.

Lab assistant working with students at the college-level, must have an associate degree in the field of study.

A minimum of an Associate's Degree from an accredited institution and possess demonstrated competencies in the discipline/field which include work experience, licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and positive student outcomes.

Position require background checks and some positions may require additional background checks depending on the level of sensitivity.

III. Qualifications

Ability to work with students in eliciting talents and abilities; work toward academic excellence while being able to solve practical problems and to deal with variables in

teaching and learning situations with limited standardization. Ability to interpret and articulate a variety of complex instructions in a variety of modes and transmissions with the highest integrity and academic honesty.

IV. Essential Functions:

To conduct and elicit student learning with effective mastery of course content in the teaching discipline. The individual in this position must be able to perform responsibly, professionally and with demonstrable dedication to student-centered learning. Ability to work collaboratively and collegially to affect student learning is essential. *The requirements listed below are representative of the knowledge, skills, and/or abilities required for the position of lab assistant.*

V. Job Responsibilities

Mastery of Subject Matter:

- Demonstrate thorough and accurate knowledge of the field or discipline that is assigned to.
- Possess educational and professional credentials in the field or discipline
- Attend technology and distance learning training and demonstrate ability to use technology as required
- Connect subject matter with related fields for student engagement and retention
- Stay current in subject matter field.

Performance:

- Plan and organize lab instruction and delivery in innovative ways which maximize student learning and academic excellence
- challenge students' abilities, interests and intellectual curiosity
- Modify lab assignments/instruction to meet the students with diverse needs
- Follow division-approved standardized curricula and syllabi learning outcomes
- Encourage the development of communication skills and higher critical thinking skills

through the lab assignments required by instructor teaching the courses.

- Work closely with instructor in the implementation of instructional materials for classroom, labs and library resources.

Evaluation of Student Learning:

- Establish and adhere to student learning outcomes as established by the Texas Higher Education Coordinating Board (THECB) through its Lower-Division Academic Course Guide Manual (ACGM) and Guidelines for Instructional Programs in Workforce Education (GIPWE) manuals
- Develop and use evaluation methods which measure student progress toward outcomes fairly and consistently, and in accordance with the assessment requirements of the division
- Evaluate student lab skills as required by the instructor teaching the course.

Support of College Policies and Procedures:

- Maintain familiarity with and commitment to the College's Mission, Policies and Procedures
- Provide support to part-time (adjunct and dual-enrollment) faculty and ensure division-approved standardized curricula and syllabi are followed
- Ensure confidentiality in dealing with students, colleagues and personnel matters and refer when appropriate.

Participation in College, Division, and Program Activities:

- Assist deans/assistant deans and/or coordinators with the development of course scheduling, new course development and program reviews by the due dates
- Respond in an effective and timely manner to information requests from the College and division administrators and/or coordinators
- Foster and maintain effective collegial and working relationships with students, colleagues, and supervisors
- Assist the dean/assistant dean and/or coordinator in developing, reviewing, revising

and/or implementing curriculum

Contribution to the Growth and Enhancement of College Mission and Programs:

- Maintain familiarity and commitment to the College goals, mission, and strategic plans
- Display professional responsibility in accordance with pertinent goals, mission, and plans of the College, division, and program

VI. Other Responsibilities

Participate in other activities as assigned by instructor/coordinator.

VII. Travel Requirements:

No traveling to other sites required.

VIII. Physical Requirements:

The physical demands are commensurate with those required of lab assistants in the lab sin the classroom, in labs and other settings: Light lifting, sitting for long periods and/or standing as required to effectively teach students in a lab setting. Reasonable accommodations to enable individuals with disabilities to perform essential functions of a lab assistant for the related discipline may be requested through the Office of Human Resources.

IX. Environment:

The lab assistant environment extends beyond the classroom to learning labs, skills labs, computer labs, library, and any learning environment at the campus or site conducive to learning.

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I have been presented with the job description for the above position of

Workforce Lab Assistant

I have reviewed and discussed the requirements for this position with my supervisor and/or Human Resources personnel and I agree that I understand and can perform the functions required of Lab Assistants.

_____
Print Name

_____ _____
Signature Date