I. Position Title
Curriculum Lab Assistant

II. Position Description
Under general supervision, instructs and assists teachers, aides, and parent volunteers in the construction of games, bulletin board materials, and general education media; maintains order, stocks materials and game files in the Curriculum Lab; as directed, assists the graphic artist in the creation and production of instructional materials and District graphics.

The Curriculum Lab Assistant works under the general supervision of the Coordinator of Library Media Services, and is expected to perform a wide variety of duties related to the operation of the Curriculum Lab with a minimum of instruction or assistance. Adequate performance in this position requires general knowledge of and skills in the use of art materials and equipment. This role includes infrequent contact with teachers, aides and parent volunteers. This role includes instruction as well as answering a variety of technical questions and assisting in the preparation of instructional materials and District graphics.

III. Example of Duties/Responsibilities
A. Assists teachers and other staff in the production of a wide variety of educational media, i.e. bulletin board preparation, and instructional aids/games
B. Offers suggestions and ideas and instructs on use of Curriculum Lab machines
C. Orders and maintains adequate inventory of Curriculum Lab supplies such as poster board, construction paper, etc.
D. Monitors and restocks game files
E. Assists graphic artist with related duties such as special projects and displays
F. Produces graphics and layouts for certificates, signs, flyers, etc.

(E) Essential

IV. Minimum Qualifications
Knowledge of:
• The principles of design and color, art mediums, and materials and equipment common to graphic production

Ability to:
• Instruct and assist teachers, aides, and parent volunteers in a variety of arts and graphics
• Learn the operation of Curriculum Lab equipment and graphics tools
• Communicate effectively and maintain good relationships with Instructional Media Center users and staff
• Evaluate teacher requests and offer possible solutions and suggestions
• Assist the graphic artist in creation of new instructional materials
• Demonstrate artistic creativity in design and production of finished art work

Education and Experience
• Graduation from High School or equivalent
• Advanced fine arts or graphics course work or equivalent is desirable

License
• Possession of a valid and appropriate California Driver’s license

Working Conditions
Environment
• Graphic arts / curriculum lab/office
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Seeing to complete projects and operate equipment
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
• Dexterity of hands and fingers to operate curriculum lab equipment
• Bending, stooping and squatting
• Climbing step stools
• Lifting

Hazards
• Heat exposure from laminating machine operation
• Sharp objects
• Graphic art materials/chemical exposure

Revised: Negotiations 04/23/02 pjh
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