

Instructional Technician-Physical Science
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255196>

Downloaded On: Apr. 3, 2025 1:00pm

Posted Apr. 1, 2025, set to expire Apr. 20, 2025

Job Title	Instructional Technician-Physical Science
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Apr. 1, 2025
Application Deadline	04/20/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6114449

Apply By Email

Job Description

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Instructional Technician-Physical Science

Closing Date: 03/17/2025

Definition:

The Physical Science Department is seeking a talented individual to fill the position of Instructional Laboratory Technician for the Physical Science preparatory space.

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like

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setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive atmosphere.

Under direction of an assigned supervisor, the candidates primary responsibility will be to operate an instructional science laboratory and maintain equipment, tools, materials, and supplies; facilitate student learning by providing assistance to faculty and students; select, train, and supervise student assistants to work in science laboratories and storerooms.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

100% of full-time, 37.5 hours per week, 12 months per year, with anticipated start date of May 2025. Work schedule may change to include some evening or weekend hours as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work locations: Physical Science Department, West Valley College, Saratoga, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$6,277.25 - \$6,830.17 monthly (WVMCEA Salary Schedule, Range 56, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.

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- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Equivalent to an Associates degree from an accredited college with major coursework in one of the physical sciences or a related field.
- Experience: Two years of responsible experience in a physical science laboratory.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Desired Qualification:

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Knowledge and Abilities:

Knowledge of:

- Major principles of physical science.
- Equipment and terminology used in physical science and engineering laboratories.
- Health and safety precautions used in an instructional lab.
- Methods and techniques of recordkeeping and inventory control.
- Operation and maintenance of instructional physical sciences and engineering laboratory and equipment.
- Pertinent federal, state, and district codes, regulations, policies and procedures.
- Proper handling, storage, and disposal of hazardous materials.

Ability to:

- Operate and demonstrate the use of specialized equipment, supplies, and materials.
- Train and direct the work of student assistants.
- Operate and maintain an instructional science laboratory at a community college.
- On a continuous basis, know and understand operations, and observe safety rules.
- Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.
- On an intermittent basis, sit or stand for long periods of time; walk, bend, squat, kneel and twist while assembling supplies and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Provide technical support for instructors and students in an instructional lab environment.
- Maintain a clean and safe lab environment.
- Maintain records and prepare reports.
- Ensure proper handling, storage, use, and disposal of chemicals and hazardous materials.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.

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- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Prepare materials, set up and disassemble student labs according to prescribed schedule.
- Set up, operate, and demonstrate the use of specialized equipment in physical science and/or engineering labs, including measuring instruments and other devices.
- Organize equipment, devices, and apparatus in labs and in storerooms for ease of location and use; apply appropriate labeling.
- Maintain a clean, neat, and safe lab environment.
- Communicate with faculty regarding lab operations and equipment.
- Maintain appropriate inventory of supplies and equipment; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout.
- Repair minor defects in equipment; coordinate equipment repairs through outside vendors.
- Research new equipment using websites or catalogs from a variety of vendors.
- Recruit, train, and direct student assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.
- Properly store and dispose of hazardous materials.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

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Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be

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included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.

- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- Encrypted, secured, or password-protected attachments cannot be uploaded.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.

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- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-257FT

Open Date: 02/10/2025

Close Date: 03/17/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com



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West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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