INSTRUCTIONAL ASSISTANT, PHOTOGRAPHY

DEFINITION

Monitors and maintains one or more instructional photography laboratories and provides students with assistance in camera use and laboratory equipment and procedures.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional photography laboratories by students, faculty, and staff.
Instructs students individually in the proper and safe use and operation of a variety of equipment used in photography.
Explains to students established instructional laboratory and equipment policies.
Assists instructors in the set-up of classes and preparation of instructional materials and study aids.
Assists students with problems related to photographic projects involving the operation of cameras, the processing, and printing of film and/or digital photographic images, and lighting and studio techniques.
Assists students in the use of photographic computer software and equipment used as part of the instructional program.
Assists instructional staff by providing observations of the problems encountered and progress made by students using a laboratory as a part of the educational program.
Effectively utilizes the capabilities and functions of standard computer software applications and photographic software in the performance of duties.
Performs basic maintenance on lighting equipment and enlargers.
Stores equipment and keeps storerooms and working areas orderly and clean.
Issues and receives materials and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies, equipment, and lockers loaned to students.
Maintains inventory records of supplies and equipment and prepares requisitions as needed.
Sells supplies to students and accounts for funds received.
May assist with work related to department business such as document creation and editing, time keeping, answering telephone inquiries and posting updated information on Web pages, as needed.
May mix developers, toners, fixers and color formulas.
May perform software installations and updates of programs for assigned laboratory(ies).
May assist in the installation and configuration of workstations in one or more assigned laboratories and reports equipment and system malfunctions and needed maintenance to technical staff, when appropriate.
May perform tests on chemicals to insure freshness.
May take, develop, enlarge, and print both black and white and color photographs.
May provide training and work direction to student employees.
Performs related duties as assigned.

Los Angeles Community College District
Personnel Commission
Class Specification
Class Code 5273

INSTRUCTIONAL ASSISTANT, PHOTOGRAPHY

5/27/14
DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Photography**, applies a general knowledge of photography in assisting students with their classroom assignments and is responsible for the day-to-day operations of one or more photography laboratories which include: preparation of equipment, materials, and supplies, maintenance of facilities and equipment, and proper and safe use of equipment and materials.

**Instructional Assistants** in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

**Knowledge of:**

- Basic principles of black and white and color photography
- Basic principles of computerized digital photography
- Commonly used camera and photographic laboratory equipment
- Darkroom film and paper processes and practices for black and white and color
- Methods and equipment used in creating digital photographic images
- Chemicals and solutions used in a photographic laboratory
- Health and safety practices and precautions applicable in a photographic laboratory
- Capabilities of computer systems, software, and hardware common to photographic instructional laboratories
- Recordkeeping procedures

**Ability to:**

- Provide instructional assistance to students and instructional staff
- Use a wide variety of camera formats, accessories, lights, and related equipment
- Process black and white and color film
- Create digital photographic images
- Operate and maintain a variety of photographic equipment including cameras and laboratory apparatus
- Secure and store supplies
- Keep detailed and precise records
- Work effectively and cooperatively with students and instructional staff
- Give clear and concise instructions
- Effectively utilize computer hardware and software applications
- Learn general and specialized software applications
ENTRANCE QUALIFICATIONS

**Education and Experience:**

A. An associate degree or its equivalent, from a recognized college or university with a major in photography or a related field.

**OR**

B. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in the field of photography, which included developing and printing photos.

**Reasonable Accommodation**

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.