

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: VISUAL ARTS LAB TECHNICIAN

BASIC FUNCTION:

Under the direction of the principal and certificated staff, the Visual Arts Lab Technician is a vital support role for the support of the Visual Arts departments. This position assists certificated teachers by preparing and managing the resources necessary for student projects. Key responsibilities include mixing and preparing clay and glazes for ceramics; loading and firing kilns; and maintaining supplies for photography classes and assisting in preparation and cleanup work in all visual arts classrooms.

REPRESENTATIVE DUTIES:

1. Organizing, preparing and cleaning supplies for various projects based on teacher specifications.
2. Mix clay and glazes for ceramics classes; prepare investment materials for molds.
3. Load and fire kilns according to specific project requirements.
4. Maintain inventory of supplies and prepare orders to ensure availability of necessary materials.
7. Ensure the proper handling and maintenance of various visual arts equipment.
8. Ensure a safe working environment by properly storing chemicals and sharp tools.
9. Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Various visual arts media processes. (ie: ceramics, drawing and painting, photography, printmaking, digital arts, metals, 3D arts).
- Familiarity with safety protocols and best practices for handling chemicals and art equipment safely.
- Ability to perform inventory duties, including documenting, ordering and stocking art supplies.

ABILITY TO:

- Learn new processes and adapt to various visual arts classroom equipment and material needs, such as the ability to prepare and process ceramic materials, including weighing, mixing, and applying glazes, and operating kilns efficiently and
- The ability to organize, prepare, clean and breakdown supplies and equipment setups.
- The ability to maintain accurate inventory records and handle ordering of supplies to ensure the seamless availability of necessary materials.
- The ability to implement and uphold safety protocols to maintain a secure and healthy environment in art production areas.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's Degree or higher from an accredited college or university, or be currently enrolled in college-level courses. Preferred experience in one or more of the following: visual arts, visual merchandising, gallery or museum settings, or working with students. Effective communication and collaboration within a team environment are essential. Ability to handle multiple tasks simultaneously and adapt to a dynamic work environment. Experience with digital photography and promotional material design is highly desirable.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, kneeling, squatting, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 48

ADOPTED BY PERSONNEL COMMISSION: May 1, 2024

ADOPTED BY BOARD OF EDUCATION: May 13, 2024