

**Draft Classification Standards – Rev 11/15/2024**  
**Instructional Support Technician – Agriculture**

Class Title	Class Code	Issue Date	FLSA
<i>Instructional Support Technician I – Agriculture</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Instructional Support Technician II – Agriculture</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Instructional Support Technician III – Agriculture</i>	XXXX	XXXX	<i>Non-Exempt</i>

**OVERVIEW:**

Positions classified within the Instructional Support Technician – Agriculture classification series are responsible for providing a range of laboratory and instructional support functions to faculty and students within the following agricultural disciplines: agronomy, horticulture, farming, food sciences, agricultural production, meat processing, and related disciplines. Incumbents support classroom, field, and laboratory instruction by developing and implementing laboratory/technical exercises; procuring equipment and supplies; scheduling; maintaining, configuring, and repairing laboratory/technical equipment; providing instruction and assistance to students; assisting and overseeing students and student employees working on agricultural properties; staffing and running agricultural properties. Maintains and operates facilities that house living organisms used for instructionally related activities. Incumbents ensure compliance in all laboratory functions with all relevant federal and state standards and university policies.

**TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):**

- **Equipment and Technology Maintenance and Support:** Provides technical support and assistance to faculty, staff, and students in the use of scientific equipment and technology, farm equipment, greenhouse equipment, and related equipment and technology for teaching and research purposes. Sets up, maintains, and troubleshoots equipment and technology, ensuring that it is working properly and meets safety standards. Stays updated on the latest advancements in equipment and technology and provides recommendations for equipment upgrades or replacements. May require continuous 24-hour-a-day services to keep special technical/scientific equipment operable.
- **Agricultural Land Oversight and Resource Management:** Oversees care and maintenance of all farm, greenhouse, and related physical resources. Manages farm properties and performs all farm functions such as pesticide application, irrigation, planting, and harvesting. Supervises students in milking, calving, slaughter, processing, and sale of all livestock/meat production disciplines. Oversees operation of greenhouses and maintains cultures, seedling growth, and all relevant processing. Collects samples of feed and water to send for testing to ensure compliance with regulations.
- **Laboratory Preparation:** Collaborates with faculty to prepare and organize laboratory materials, supplies, and experiments, ensuring they are ready for instructional purposes.
- **Instructional Support:** Collaborates with faculty to develop and implement instructional strategies. Provides subject matter specific instruction to students. Leads tours and

provides educational information to visiting groups. Oversees and assigns work to students and student employees.

- **Compliance:** Enforces and monitors compliance with safety regulations, including compliance with agricultural regulations and documentation requirements such as USDA, food safety, and hazardous materials regulations.
- **Administration:** Coordinates with other departments and units. Schedules instructional spaces and equipment, acting as a point of contact for students needing access to materials inclusive of access to farms and greenhouses and related agricultural properties. Maintains required records and certifications which include reporting on production, labor, pesticides, water use, and/or animal welfare as well as related materials and equipment. Collects and submits samples for testing based on regulatory requirements. May be involved in marketing, sales, and budget planning for processing and production.
- **Training:** Conducts training sessions and workshops for faculty, staff, and students on the proper use and maintenance of laboratory and agriculture specific equipment. Provides demonstrations of laboratory exercises when required.
- **Supply Management and Procurement:** Procures or assists in the procurement process for materials, supplies, and equipment required for laboratory and/or courses. Maintains inventory records of laboratory/instructional equipment, supplies, and materials. Manages or supports budgets related to supply requisition.

#### **DISTINGUISHING CHARACTERISTICS:**

Positions in this class are distinct from Instructional Support Technicians – Animal Care and Livestock Technicians in that Instructional Support Technicians – Agriculture do not focus solely on the care of animals. These roles are also distinct from the Crop Technician series, as the primary focus of the Instructional Support Technician – Agriculture is to support instructional and research activities within the agriculture discipline, whereas the Crop Technician focuses on the production of crops in assigned specialties such as orchards or general field crops such as cotton, corn, wheat, etc.

#### **INSTRUCTIONAL SUPPORT TECHNICIAN I – AGRICULTURE**

Under general supervision, provides materials, supplies, equipment and instruction support. Utilizes basic knowledge of agricultural classroom, lab, and field site (e.g., farms and greenhouses) methods, procedures, and practices to provide routine care of plants, routine maintenance of farms and greenhouses and related agricultural areas, and collection and documentation of samples of water, soil, and feed as well as material movement. Performs farm, greenhouse, and related tasks following established procedures. Work is reviewed for understanding of concepts and adherence to policies and procedures.

#### ***Work assignments typically include some or all of the following:***

- ◆ Collaborates with faculty to support classroom management and instruction and laboratory or field (e.g., farm and greenhouse) experiments and data collection.

- ◆ Performs all relevant farm/livestock/greenhouse functions to ensure continuous management and running of the relevant property such as planting, watering, pruning, weeding, fertilizing, and general pest control.
- ◆ Collects required samples of water, soil, feed, etc. and sends for testing to ensure compliance with regulations.
- ◆ Issues, stores, orders, and inventories materials, supplies, and equipment including participating in year-end inventory of materials.
- ◆ Coordinates schedules for use of laboratory rooms and related instructional resources such as farms, greenhouses, gardens, meat processing facilities.
- ◆ Operates farm, greenhouse, and related production or scientific equipment.
- ◆ Provides faculty and students with assistance in operating equipment and interpreting results from scientific equipment.
- ◆ Conducts routine maintenance on laboratory and field equipment, including all relevant farm/greenhouse machinery.
- ◆ Provides support services for classroom management and instruction and field operations such as documenting production, labor, and equipment/materials usage and maintaining files and records.
- ◆ Trains students and student employees.
- ◆ Monitors compliance of university safety policies and procedures.

#### **MINIMUM QUALIFICATIONS:**

##### ***Knowledge and Skill:***

- ◆ General knowledge of laboratory methods and instructional support services including university safety protocols.
- ◆ General knowledge of the relevant agricultural curriculum necessary for assigned field/lab/instruction such as plant propagation, soil hydrology, feeding and care of livestock, and related horticultural and agricultural practices.
- ◆ Stays current on federal, state, and system guidelines and regulations specific to agriculture. Awareness of safe handling, storage, washing, and transportation of crops and agricultural products.
- ◆ Knowledge of sustainability practices, climate change impacts, and carbon management within agricultural settings as well as safe and appropriate use of chemicals in agriculture, with attention to environmentally responsible practices.
- ◆ Proficiency in standard office equipment as well as computer skills to include use of word processing, spreadsheet, and related software packages.
- ◆ Strong attention to detail and accuracy in record-keeping.
- ◆ Organizational and time management skills to organize and prioritize work.
- Ability to work independently and as part of a team and exercise tact and courtesy with diverse stakeholders.
- ◆ Ability to evaluate materials and supplies to meet instructional needs.
- ◆ Ability to adjust and make minor repairs to scientific/laboratory equipment and/or farm/greenhouse machinery.
- ◆ Ability to operate scientific and/or technical equipment, inclusive of all relevant farm/greenhouse machinery.
- ◆ Good written, verbal, and interpersonal skills to provide explanation and interpretation of procedures.

***Experience and Education:***

A combination of experience and education which provides the above knowledge and abilities which at minimum includes two years of experience providing instructional support services, acting as a student employee, providing laboratory technician services, or other closely related experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.

**INSTRUCTIONAL SUPPORT TECHNICIAN II – AGRICULTURE**

Under general supervision, performs duties in a wide range of procedures. Work is reviewed for soundness of technical judgment. Applies knowledge and understanding of laboratory methods and practices. Responsible for providing technical support for the agriculture discipline's laboratories and affiliated resources. May be involved in oversight and maintenance for one of the agriculture discipline's smaller laboratories, instructional facilities, or related assets.

***In addition to duties performed by the Instructional Support Technician I – Agriculture, the Instructional Support Technician II – Agriculture typically performs the following duties:***

- ◆ Works with faculty to design and implement laboratory and field research experiments and instructional exercises, including providing teaching support and research data analysis when necessary.
- ◆ Provides comprehensive technical support for a variety of courses and research projects.
- ◆ Oversees daily operations of one or potentially multiple facilities such as a farm, greenhouse, garden, or meat processing facility.
- ◆ Assists with overseeing the maintenance of equipment, tools, vehicles, irrigation systems, heating and cooling systems, planters, and harvesters with the ability to conduct minor repairs when needed.
- ◆ Coordinates pesticide applications.
- ◆ Produces and grows plant materials for greenhouse spaces as well as ensures health of livestock on farms.
- ◆ Works with farm managers to coordinate sale and production of processed meat, inclusive of setting market prices, coordinating deliveries, and documenting sales.
- ◆ Provides instructional and safety training to all students and student workers, including training on how to use essential laboratory equipment/machinery.
- ◆ Provides guidance to staff, student employees, students, and volunteers working on plant propagation, facility maintenance, and related projects and/or instructional exercises.
- ◆ Provides resolution to problems that require judgment within defined practices/procedures to determine appropriate action.
- ◆ Sources and orders required materials for instructional, laboratory, and field (e.g., farm, greenhouse) environments.
- ◆ Maintains systems for inventory to ensure appropriate availability of supplies without excess inventory.
- ◆ May maintain associated financial records.

## **MINIMUM QUALIFICATIONS:**

### ***In addition to Instructional Support Technician I – Agriculture knowledge and skill requirements, work assignments typically require:***

- ◆ Working knowledge and understanding of laboratory methods and instructional support services.
- ◆ Working knowledge of the relevant agriculture curriculum necessary for assigned lab/classroom/field (e.g., farm, greenhouse) such as plant identification, propagation techniques, growth cycles, pest eradication, feeding and breeding livestock and use and maintenance of analytical instruments. Inclusive of ability to conduct any required laboratory demonstrations.
- ◆ Strong organizational and time management skills to organize and prioritize work.
- ◆ Strong written, verbal, and interpersonal skills to provide explanation and interpretation of procedures.
- ◆ Ability to provide detailed technical instruction to diverse audiences.
- ◆ Ability to adjust and make repairs to scientific equipment and/or highly technical laboratory equipment.
- ◆ Knowledge of relevant safety procedures and protocols relevant to discipline.
- ◆ Mathematical ability to perform all calculations relevant and required by the position.

### ***Experience and Education:***

A combination of experience and education which provides the above knowledge and abilities which at minimum includes three years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.

## **INSTRUCTIONAL SUPPORT TECHNICIAN III – AGRICULTURE**

Working independently under general supervision, applies comprehensive knowledge of laboratory, classroom, and field (e.g., farm, greenhouse) procedures and practices. Oversees the daily operations of a large facility or facilities, such as a farm, greenhouse, or meat processing facility. Responsibilities often span multiple curriculums and require extensive knowledge. Explains practices, procedures, and policies. Often provides guidance and coaching to others.

### ***In addition to duties performed by the Instructional Support Technician II – Agriculture, the Instructional Support Technician III – Agriculture typically performs the following duties:***

- ◆ Oversees the daily operations of large and/or complex agricultural facility or facilities. May require around-the-clock monitoring. Responsible for daily oversight of areas such as calving management and herd health program.
- ◆ Oversees and monitors the maintenance of instructional, laboratory, and field (farm/greenhouse) equipment. Coordinates, plans, and schedules services provided by others such as supporting systems repair.
- ◆ Works independently and directly with vendors, departments, and procurement services to ensure required materials are available and ready for use. Plans and develops systems

for acquisition and dispensing of materials. Develops specifications for new equipment. Researches resources and vendors to purchase unique materials or equipment.

- ◆ Ensures adherence to proper production and growth methods.
- ◆ Works with faculty and students to develop new instructional offerings, highly complex laboratory experiences, and/or implementation of research protocols.
- ◆ Provides lead work direction and training to staff, students, student employees, volunteers, and other instructional support technicians. May lead the hiring of student employees and volunteers for area of responsibility. Reviews and approves schedules and documentation prepared by less experienced staff.
- ◆ Guides faculty, staff, and students on unique safety protocols and concerns as well as ensures compliance. Maintains and updates safety manuals and procedures.
- ◆ Performs all functions related to laboratory oversight.

#### **MINIMUM QUALIFICATIONS:**

***In addition to Instructional Support Technician II – Agriculture knowledge and skill requirements, work assignments typically require:***

- ◆ Thorough and advanced knowledge and understanding of laboratory methods, procedures, and policies as well as support services.
- ◆ Thorough and advanced knowledge of relevant laboratory, scientific, and instructional equipment, including the ability to instruct others on its uses and perform both routine and complex repairs.
- ◆ Thorough and advanced knowledge of relevant agriculture and laboratory curriculum and practices including feeding and breeding.
- ◆ Thorough knowledge of university safety policies and procedures.
- ◆ Advanced organizational and time management skills.
- ◆ Advanced communication and interpersonal skills.
- ◆ Thorough knowledge of relevant safety procedures and protocols.
- ◆ Skill in mentoring, training, or overseeing the work of other staff.

#### ***Experience and Education:***

A combination of experience and education which provides the above knowledge and abilities which at minimum includes four years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.