

Instructional Technician-Biology (53.3% of Full-Time)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269587>

Downloaded On: Dec. 20, 2025 1:52am

Posted Dec. 18, 2025, set to expire Jan. 12, 2026

<b>Job Title</b>	Instructional Technician-Biology (53.3% of Full-Time)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Dec. 18, 2025
<b>Application Deadline</b>	01/12/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6799064">https://apptrkr.com/6799064</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Instructional Technician-Biology (53.3% of Full-Time)**

**Closing Date: 01/12/2026**

**Definition:**

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

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our

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students appreciate the college for its friendly staff and supportive atmosphere.

Under direction of an assigned supervisor, the Instructional Technician-Biologys primary responsibility will be to care for live animals and plants, fresh and saltwater aquaria, greenhouse, green room, wet and dry preserved animal and plant specimens used in instruction. Additional assigned tasks will be carried out in coordination with instructional laboratory technicians, faculty, staff, and student lab assistants, working as a member of a collaborative team to support an instructional science laboratory. Duties will include animal and plant husbandry, maintenance of aquaria, green room and greenhouse, stockroom and equipment maintenance, preparation of materials and supplies; maintenance of records and inventories of supplies and materials, coordinate with vendors, order and receive supplies; preparation, set up and clean-up of laboratory course materials and equipment; facilitate student learning by providing assistance to faculty and students; select, hire, train, coordinate and supervise student assistants to work in science laboratories and storerooms. The candidate will also work on projects to proactively improve laboratory operations.

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:**

53.3% of full time, 20 hours per week, 12 months per year, with anticipated start date of April 2026. 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 Location: Biology Department, West Valley College, Saratoga, CA

**Salary and Benefits:**

Anticipated Hiring Range:

- \$3,513.05 - \$3,822.50 monthly (salary shown is prorated for 53.3% of full-time, WVMCEA Salary Schedule, Range 56, Steps A-C)..

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents

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(prorated for employees working less than 100% of full-time).

- Employer-paid long term disability for employee.
- 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. (prorated for employees working less than 100%).
- 12 days sick leave accrued annually (prorated for employees working less than 100%).
- 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 biological sciences or a related field.
- Experience: Two years of responsible experience in the biological disciplines.

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:**

The ideal candidate will also demonstrate the following desired qualification(s):

- Experience and knowledge in animal husbandry. Ability to care for live animals, fresh and saltwater aquaria, as well as, wet and dry preserved animal specimens.
- Experience and knowledge in greenhouse maintenance. Ability to oversee greenhouse and greenroom operations and care for live plants, and preserved plant herbarium specimens.
- Knowledge of major principles of biological disciplines depending upon area of assignment,

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including zoology, botany, ecology, microbiology, anatomy and physiology.

- Knowledge of taxonomy of major lineages; methods and techniques used in the care of various life forms and plants.
- Ability to:
  - Work as a member of a collaborative team, including staff, faculty, and mentoring or training students, maintaining respectful, effective, cooperative, and collaborative working relationships with others.
  - Assess health of live plants and animals, research and identify solutions to resolve any health issues or seek professional services to coordinate care through outside professionals.
  - Operate and maintain freshwater and saltwater aquaria and terraria. Ability to identify problems, research and identify solutions to resolve operational issues or seek professional services to coordinate care through outside professionals.
  - Operate and maintain greenhouse and green room and associated equipment. Ability to identify problems, research and identify solutions to resolve operational issues or seek professional services to coordinate care through outside professionals.
  - Maintain preserved plant and animal specimen collections.
  - Operate and demonstrate the use of specialized equipment, supplies, and materials.
  - Prepare schedules and assign tasks to student lab assistants. Train and direct the work of student assistants.

### **Knowledge and Abilities:**

#### **Knowledge of:**

- Major principles of biological disciplines depending upon area of assignment, including microbiology, anatomy and physiology, zoology and botany.
- Equipment, supplies, and terminology used in a community college biology lab.
- Pertinent federal, state, and district codes, regulations, policies and procedures.
- Proper handling, storage, and disposal of hazardous materials in accordance with Occupational Safety and Health Administration (OSHA) guidelines.
- Health and safety precautions used in an instructional lab.
- Methods and techniques of recordkeeping and inventory control.
- Sterile and aseptic microbiological techniques in the preparation of growth media and microorganisms; staining techniques and curating/culturing of microorganisms.

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- Biosafety level II containment techniques; biohazard decontamination techniques.
- Taxonomy of biological phyla; methods and techniques used in the care of various life forms and plants.
- Protocols of microscopy.
- Operation and maintenance of specialized equipment and materials used in the biology lab.
- Principles and techniques of time management.

### **Ability to:**

- Operate and demonstrate the use of specialized equipment, supplies, and materials.
- Train and direct the work of student assistants.
- Depending upon area of assignment, clean, flush, disinfect, and preserve human cadavers and body parts.
- Operate and maintain an instructional biology 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 biology lab environment.
- Maintain a clean and safe lab environment.
- Maintain records and prepare reports; track expenditures and inventory.
- Prepare schedules and assign tasks to student lab assistants.
- Ensure proper handling, labeling, storage, use, and disposal of hazardous materials and organisms.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- 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.

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### **Examples of Duties and Responsibilities:**

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

- Prepare materials and set up student biology labs according to prescribed schedule; clean and decontaminate after each lab.
- Set up, operate, and demonstrate the use of specialized equipment, instruments and apparatus in a community college biology laboratory; perform minor repairs to equipment as needed.
- Curate bacteriological and viral cultures used in lab experiments; assure proper developmental stage of microorganisms for specific labs.
- Perform animal husbandry functions including care of, feeding, and maintenance of various life forms and plants for biology labs.
- Maintain a clean, neat, and safe lab environment.
- Communicate with faculty regarding lab operations and equipment.
- Order, receive, store, and inventory equipment, supplies, materials, and consumables for lab experiments; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout; issue and distribute instructional materials for faculty and student use in biology labs.
- Prepare and maintain a variety of records, logs, and files related to equipment and supply inventory and purchase.
- Dispose of hazardous waste and biohazard materials in accordance with federal, state, and district laws and guidelines; maintain required documentation regarding the purchase, storage, and disposal of known pathogenic organisms; participate in required training for hazardous materials generators.
- 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.
- Test, inspect, and maintain equipment and instruments; determine whether repairs can be done in-house; coordinate equipment repairs through outside vendors.
- 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.
- If you have a question that isn't covered in our [FAQs](#), please contact us at [careers@wvm.edu](mailto:careers@wvm.edu).

**ABOUT TRANSCRIPTS:**

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



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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.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

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: [careers@wvm.edu](mailto:careers@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.
- 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



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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:** FY22/23-309FT

**Open Date:** 12/16/2025

**Close Date:** 01/12/2026

**Open Until Filled:** No

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

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

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

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**Contact Information**

Please reference Academickeys in your cover letter when  
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**Contact**

N/A

West Valley-Mission Community College District

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