

INSTRUCTIONAL ASSISTANT

DEFINITION

To perform a wide variety of responsible instructional assistance and support tasks in accordance with assignments and directions from a classroom instructor or other academic personnel.

DISTINGUISHING CHARACTERISTICS

This is a very broad classification in the instructional assistance area. Positions assigned to the class of Instructional Assistant are assigned one or more sets of related duties in the assistance and support of a classroom Instructor or other academic personnel. Specific tasks may vary depending upon the subject area and discipline to which assigned. Work is performed within a framework of established procedures which may not require the physical presence of the Instructor.

Positions in this class may exist in any of the instructional departments or divisions except in biology, chemistry, or physical science areas where positions are normally allocated to an appropriate Science Laboratory Technician class. Incumbents in the class of Instructional Assistant are expected to have completed a minimum of two years of college with a major in the subject area to which their position is assigned. Recruitment to fill a position in this class should include the name of the department or division to which assignment is to be made in the position vacancy announcement. Examples would be headings such as "Instructional Assistant (Art)" or "Instructional Assistant (Math)" at the top of the announcement.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager. Technical or functional supervision may also be provided by an Instructor or other academic personnel.

Assignments may include the technical or functional supervision of student assistants as assigned.

EXAMPLES OF DUTIES

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

Assist in the conduct and administration of classroom and laboratory assignments, exercises, and tests under the direction of an instructor or other academic personnel.

Monitor individual progress of students and discuss problems and improvements with instructor.

Provide students with assistance and training in the operation of various laboratory and classroom equipment, materials, and machinery.

Advise students on improved study methods; explain concepts, principles and terminology to students as needed.

Prepare, operate, and maintain laboratory testing and instructional equipment and supplies; may operate word processors and/or microcomputers.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Orient students and new faculty on the procedures used and equipment available within a learning laboratory facility.

Assist in the administration and scoring of tests, examinations, and practicals.

Develop and maintain records, logs, files, and statistical information as assigned.

Make referrals to remedial or tutorial programs as necessary.

Assist in the preparation of instructional materials and study aids to be used by students or faculty in classroom, laboratory and individual study situations; perform photocopying and duplication duties as necessary.

Issue instructional materials and equipment to students; maintain inventory of supplies and equipment used; assist in procuring new or replacement materials as necessary.

Maintain attendance and enrollment records of assigned class or laboratory.

Assist with the development and monitoring of the budget.

Suggest appropriate learning materials to be used by students, in accordance with instructor's approval; provide basic tutoring in subject area.

May be required to plan, coordinate and schedule events, activities, shows, displays and related demonstrations.

May select, train and supervise student assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and applications of subject matter or discipline to which assigned such as art, business, hotel and restaurant management, child development, math, reading and writing, and social and behavioral sciences.

Principles, methods, and procedures of instructing and providing learning opportunities to students.

Administration, scoring, and interpretation of exams and practicals in the subject matter area or discipline to which assigned.

Modern office and laboratory equipment used in an educational setting.

Methods and procedures used in standard record keeping and statistical compilation.

Classroom and laboratory procedures and rules of conduct.

Skill to:

Perform a variety of instructional assistance and support functions within a specific subject matter area or discipline.

Skill to: (Continued)

Monitor student progress and identify problem areas and areas of relative learning progress.
Learn to prepare, operate, maintain, and demonstrate classroom and laboratory equipment and materials.
Prepare and maintain accurate and up-to-date records, files, and other documentation.
Operate standard office equipment and perform clerical work of average difficulty.
Communicate effectively and tactfully in both oral and written form.
Understand and carry out both oral and written directions.
Respond to questions and inquiries with tact and courtesy.
Learn and impart classroom or laboratory procedures to students and new faculty.
Calculate and score written and practical exams.
Work with a significant degree of independence and judgment.
Organize work and set priorities.
Supervise and train student assistants as assigned.
Establish and maintain effective work relationships with those contacted in the performance of required duties, including the skill to work with disabled individuals.

Experience and Training

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

Experience:

One year of work experience instructing, tutoring or assisting in the instruction or tutoring of adult students in the subject area or discipline to which assigned.

Training:

Equivalent to completion of an Associate degree in the subject area or discipline to which assigned.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.