

## INSTRUCTIONAL AIDE (Multiple disciplines)

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	27	09/14/2017	Classified	1 of 2

### 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; and to support a department with a focus on teaching practical knowledge.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

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

- Assists in the administration of classroom and laboratory assignments, exercises, and tests under the direction of an instructor or other academic personnel.
- Monitors individual progress of students and discusses problems and improvements with instructor.
- Provides students with assistance and training in the operation of various laboratory and classroom equipment, materials, and/or machinery.
- Prepares, operates, and maintains laboratory testing and instructional equipment and supplies; may operate computers.
- Orients students and new faculty on the procedures used and equipment available within a learning laboratory facility.
- Assists in the scoring of tests, examinations, and practical demonstrations.
- Develops and maintains administrative documents, records, logs, files, and statistical information as assigned.
- Makes referrals to remedial or tutorial programs as necessary.
- Assists in the preparation of instructional materials and study aids to be used by students or faculty in classroom, laboratory and individual study situations.
- Issues instructional materials and equipment to students; maintains inventory of supplies and equipment used; assists in procuring new or replacement materials as necessary.
- Maintains attendance and enrollment records of assigned class or laboratory.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and applications of subject matter or discipline to which assigned.
- Principles, methods, and procedures of instructing and providing learning opportunities to students.

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- Administration, scoring, and interpretation of exams and practical demonstrations in the assigned subject matter area or discipline.
- 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.
- State, federal and local regulations affecting the practice of assigned discipline/area.

**Skill/Ability to:**

- Perform a variety of instructional assistance and support functions within a specific subject matter area or discipline.
- 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 and troubleshoot standard office equipment and perform clerical work of average difficulty.
- Communicate effectively, both orally and in writing; respond to questions and inquiries with tact and courtesy.
- Understand and carry out both oral and written directions.
- 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.
- Establish and maintain cooperative work relationships with those contacted in the performance of required work duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Six (6) months of work experience instructing, tutoring or assisting in the instruction of adult students in assigned subject area or discipline.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a high school diploma/GED or the equivalent plus additional coursework in a field related to the area of assignment.

Adopted: 07/01/17

Revised: 09/14/17