

INSTRUCTIONAL ASSISTANT (Multiple disciplines)

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
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| | Non-Exempt | Technical/Paraprofessional | PEU Local 1 | 52 | 07/01/2017 | Classified | 1 of 3 |

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.

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.
- Supports discipline or department with specific subject matter knowledge with some level of autonomy.
- 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.
- Advises students on improved study methods; explains concepts, principles and terminology to students as needed.
- 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 administration and 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.
- Provides cashiering services, including billing, collections, deposits, reconciliations and other activities.
- Maintains attendance and enrollment records of assigned class or laboratory.
- May be required to plan, coordinate and schedule events, activities, shows, displays and related demonstrations.
- Assists with the development and monitoring of the budget.



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- Suggests appropriate learning materials to be used by students, in accordance with instructor's approval.
- Provides basic tutoring in subject area.
- May select, train and supervise student assistants.
- 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 tutoring and providing learning opportunities to students.
- 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.
- Cash handling procedures, including counting large sums of money.
- State, federal and local regulations affecting the practice of assigned discipline/area.
- Safety procedures related to equipment and tools.

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 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.
- Communicate effectively, both orally and in writing.
- 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.



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EXPERIENCE AND TRAINING

- Two (2) years 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 an Associate degree from an accredited college with major in assigned subject area or discipline, or the equivalent.

Adopted: 07/01/17