

## **INSTRUCTIONAL ASSISTANT**

### **Chemistry/Math**

#### **DEFINITION**

Under general supervision of assigned manager/supervisor, assist faculty with instructional duties by working with students individually or in groups in the improvement of their chemistry and mathematics knowledge; and to do related work as required.

#### **TYPICAL DUTIES**

Tutors students individually and in small groups in concept understanding and the use of chemical laboratory apparatus; works with students on laboratory procedures and assignments; maintains safety standards in laboratory; prepares classroom demonstrations according to instructors' guidelines; maintains laboratory equipment; assists in evaluating students' work; assists instructors in mathematics by tutoring students in concept understanding and skill acquisition in the field of mathematics; and performs related duties as assigned.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year of experience tutoring, instructional, or work experience in elementary chemistry and mathematics. NOTE: Additional qualifying education may be substituted for the required experience on a year-for-year basis. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

##### **EDUCATION**

Completion of an Associate's Degree in Chemistry or Mathematics or 60 semester units (90 quarter units) with 18 units in chemistry courses and/or 21 units in mathematics courses.

##### **KNOWLEDGE OF**

The field of chemistry and mathematics and its application; tutoring techniques and procedures.

##### **SKILLS IN**

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the essential functions of the position; tutor students; operate equipment used in a chemical laboratory; maintain cooperative relationships with those students and faculty contacted in the course of work; keep basic records of attendance and scholarships; and the ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.