

INSTRUCTIONAL ASSISTANT

Family and Consumer Science

DEFINITION

Under general supervision, assists certificated staff by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Maintains nutrition laboratory equipment and supplies; assists students with individual learning activities as evidenced by achievement records; obtains supplies for nutrition laboratory according to instructors' specifications; and assists in laboratory experiences and demonstration work in nutrition for small and large groups. Sets up laboratory experiences and kitchen equipment and sewing machines; assists nutrition instructors; and assembles and distributes instructional materials according to the instructors' guidelines. Sets up exhibits for community events and instructional meetings; and assists faculty member or staff with student conferences. Assists in developing training materials, including syllabi and visual aids; assists instructors with study skills course and with screening library and instructional materials; assists in maintaining a collection of resource materials; assists faculty member or staff with laboratory or field research; proctors make-up exams; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional, or work experience related to nutrition.

EDUCATION

Completion of at least two years of college with an emphasis in nutrition and food principles (preferred), or comparable experience.

KNOWLEDGE OF

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles. Knowledge of kitchen equipment and sewing machine set ups; and nutrition programs and food principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers and their operations, including arithmetic and their applications. Knowledge of administrative and clerical procedures and basic record keeping principles.

SKILL IN

Skill in training others how to do something; 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; and evaluating the likely success of an idea in relation to the demands of the situation. Skill in 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; generating a number of different approaches to problems; 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 environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to operate equipment associated with teaching classes in nutrition and sewing; and to type accurately.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computers, printers, copiers, and equipment associated with teaching family and consumer science classes such as kitchen equipment and sewing machines.