

INSTRUCTIONAL ASSISTANT

Learning Resources

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty 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

Assists instructors by tutoring students individually and in groups in concept understanding and skills acquisition in a subject area such as mathematics, English, foreign languages, and business and computer applications. Screens, hires, trains, and oversees student workers, including scheduling and assigning tutors; and confers with instructor on student progress, lab procedures, and instructional methods. Assists in maintaining a collection of resource materials; sets up and operates audiovisual equipment; maintains and monitors office equipment in the lab; maintains student attendance and related records, and does payroll forms. Assist in training students in the use of instructional equipment and appropriate learning methods and procedures; and clarifies instructors' assignments. Assists students with computers and software applications; and assists with lab related materials, budgets, purchasing; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year tutoring, instructional, or work experience related to one or more of the subject areas to which the position is assigned. (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 or 60 semester units (90 quarter units) with an emphasis in one or more of the subject areas to which the position is assigned.

KNOWLEDGE OF

Knowledge of instructional methods and training, learning theory, group and individual teaching techniques, and design of individual development plans. 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, their operations, and interrelationships including arithmetic and its applications. Knowledge of administrative and clerical systems, and basic record keeping procedures. Knowledge of subject areas to which the position is assigned; tutoring techniques and procedures; and appropriate computer applications.

SKILLS 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 essential 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 tutor students in the subject areas to which the position is assigned; and to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

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

Computers, printers, copiers, portable projection and video conferencing systems, telephone bridging systems, and other equipment associated with Learning Resources.