

## **INSTRUCTIONAL ASSISTANT**

### **Life and/or Physical Science**

#### **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 in such subject areas as life sciences and physical sciences, by tutoring students individually and in groups in concept understanding and skills acquisition in assigned subject areas. Sets up equipment and materials to support activities; assists in maintaining a collection of resource materials; including records and files of instructional materials and equipment. Oversees student workers as needed, including scheduling and assigning tutors; assists in developing training materials, including syllabi and visual aids; clarifies instructors' assignments; records and files test results in accordance with specific instructions; and confers with instructor on student progress, class procedures and instructional methods. Establishes a good rapport with students, tutors and faculty; assists faculty member or staff with student conferences; maintains student attendance records; and performs related duties as required.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year of tutoring, instructional, or work experience related to life and/or physical science. (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 Life or Physical Science or 60 semester units (90 quarter units) with 18 units in life and/or physical science courses.

##### **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 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 basic algebra, and their applications. Knowledge of administrative and clerical procedures and systems; word processing; filing and records management systems, and other office procedures and terminology. Knowledge of subject matter of life and/or physical science; tutoring techniques and procedures; and basic record keeping procedures.

##### **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; 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; 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 life and/or physical science; and to operate equipment associated with life and/or physical science. The ability to work with students having cultural and academic diversity; and the ability 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 and other equipment associated with life and physical science.