

INSTRUCTIONAL ASSISTANT

Psychology

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 instructor in the subject area of Psychology by tutoring students individually and in groups in concept understanding and skill acquisition in a particular subject area; assembles instructional materials according to instructors' guidelines; administers skill and knowledge tests; records and files test results in accordance with specific instructions; train students in the use of instructional equipment and appropriate learning methods and procedures; confers with instructors on student progress, class procedures and instructional methods on a regular basis; maintains records and files of instructional materials and equipment; maintains student attendance records; supervises student workers as needed, including scheduling and assigning tutors; sets up and operates audiovisual equipment; and performs other duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional or work experience related to psychology. (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 Psychology or 60 semester units (90 quarter units) with 15 units in psychology courses.

KNOWLEDGE OF

Psychology tutoring techniques and procedures; basic recordkeeping procedures; elements of correct English usage, spelling, and vocabulary.

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 in psychology courses; operate equipment associated with the subject area to which the position is assigned; speak clearly and effectively; follow oral and written directions; read and write at the level required for successful job performance; maintain cooperative relationships with those contacted in the course of work; practice mature judgment; and the ability to operate office equipment including computers and supporting word processing , spreadsheet and database applications.