

INSTRUCTIONAL ASSISTANT

Sacramento Regional Public Safety Training Center

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

Uses a computer for word processing, spreadsheet and database applications; and operates a motor vehicle to deliver supplies and equipment to off-site instructional locations; maintains records and files of instructional materials and equipment; and maintains student attendance records. Assembles instructional materials according to the instructors' guidelines; assists in developing training materials, including syllabi and visual aids; proctors examinations; and records and files test results in accordance with specific instructions. Performs a variety of library/media clerical work in areas of circulation, technical services (acquisitions, cataloging and processing), periodicals, serials and audiovisual educational materials; sets up and operates audiovisual equipment; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional or work experience related to criminal justice. (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 Administration of Justice or 60 semester units with 12 units in administration of justice courses. Note: An additional year of qualifying experience may be substituted for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF

Knowledge of applicable policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing;; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; knowledge of administrative and clerical

procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; knowledge of training philosophy, tutoring techniques and procedures; and law enforcement, fire, and correctional activities. instructional methods, tutoring and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles; various learning and teaching styles; and of diversity awareness and the surrounding issues including age, gender, cultural background, and disabilities (learning and physical); multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches.

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 mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; and meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; operate audiovisual equipment; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; and tutor students.

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

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.