

## **INSTRUCTIONAL ASSISTANT**

### **Social Science**

#### **DEFINITION**

Under general supervision of assigned supervisor/manager, assists faculty with instructional duties by working with students individually or in groups in the improvement of academic knowledge and technical skills; and to do related work as required.

#### **TYPICAL DUTIES**

Assists instructors in the subject areas of the United States history and government by tutoring students individually and in groups in concept understanding and skill acquisition; assembles instructional materials according to the instructors' guidelines; administers skill and knowledge tests; records and files test requests in accordance with specific instructions; trains 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; have the ability to perform the essential functions of the position; and, performs other duties assigned.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year of tutoring, instructional or work experience related to US history and government. (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 Social Science or 60 semester units (90 quarter units) with 18 units in social science courses.

##### **KNOWLEDGE OF**

United States history and government; 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 U.S. history and government; operate audiovisual equipment; 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; ability to operate office equipment including computers and supporting Word Processing, spreadsheet and database applications; and practice mature judgment.