

## **INSTRUCTIONAL ASSISTANT**

### **Tutorial Center**

#### **DEFINITION**

Under general supervision of assigned supervisor/manager, works with students individually or in groups in the improvement of academic knowledge and technical skills in the environment of a media tutorial center.

#### **TYPICAL DUTIES**

Provides and coordinates tutorial assistance to students utilizing individual learning packages available in the Library Resource Center; acts as resource person for students utilizing non-book individualized instructional media; provides tutorial services in subject areas where qualified; supervises student tutors and coordinates scheduling; maintains student records; works cooperatively with faculty in preparing mediated instructional packages; trains students in the use of instructional equipment and appropriate learning methods and procedures; sets up and operates media equipment; and performs other duties as assigned.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year of tutoring, instructional or work experience related to assisting students with their academic/technical programs. (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 English, Mathematics or Foreign Language 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**

Tutoring techniques and procedures; basic recordkeeping procedures; elements of correct English usage.

##### **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 one or more subject areas (e.g., English, mathematics, one or more foreign languages); operate tutoring center equipment; communicate effectively in both oral and written form; 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.