

INSTRUCTIONAL ASSISTANT

Health Occupations

DEFINITION

Under general supervision of assigned supervisor/manager, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill.

TYPICAL DUTIES

Assist instructors in the Health Occupations programs by preparing the computer lab, skills lab, and stations of practice with supplies, equipment, and set-ups prior to each session; set up A/V equipment and preview and install computer software as needed; schedule practice with proper check-off for students; supervise student demonstrations, provides feedback and remediation for students. Inform the appropriate instructor of any problems encountered with assigned students; monitor student attendance; confer with instructional team leader on student progress; assist students with lab cleanup and storage of equipment and supplies; maintain records and files of instructional materials and equipment; oversee the work of temporary employees; and perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of successful experience in a medical setting.

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 a Health related field from an accredited institution or 60 semester units.

SPECIAL REQUIREMENTS

Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Knowledge of organizational methods; training techniques; individual tutoring techniques; 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; the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; numbers, their operations, including arithmetic, and its applications; administrative and clerical procedures; basic record keeping principles; computer software installation procedures.

ABILITY TO

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 policy and regulations, and office processes and procedures; work as a member of a team; 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; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; operate equipment associated with teaching classes in nursing; tutor students in nursing skills and knowledge; lead and direct student learning; and organize and oversee laboratory facilities; train others how to do something; use multiple approaches when learning or tutoring new things; use logic and analysis to identify the strengths and weaknesses of different approaches; work with new material or information to grasp its implications; assess how well one is doing when learning or doing something; know how to find and identify essential information; reorganize the information to get a better approach to problems or tasks; listen to what other people are saying and asking appropriate questions; be aware of others' reactions and understanding why they react the way they do; and adjust actions in relation to others' actions; observe and evaluate the outcomes of a problem solution to identify lessons learned or redirect efforts; and work in a multi-lingual environment.

Physical and Environmental Factors: Frequent bending, lifting heavy objects with and without assistance (objects are sometimes elevated from floor level to waist level); lift and carry objects weighing up to 40 pounds short distances; bending at waist and knees; reaching, grasping/handling lab equipment; stooping/crouching; twisting up to 45 degree angles; kneeling.

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

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