

INSTRUCTIONAL ASSOCIATE
(Bargaining Unit Position)
(Range 34)

DEFINITION

Under general supervision of assigned instructor, assist academic personnel in the performance of their duties, including independent supervision and instruction of students and hourly employees; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Instructional Associate class is distinguished from other classes in the instructional support series in that incumbents perform a variety of tasks which require the ability to teach and to verbally communicate to students ideas and skills which were acquired through formal training and/or experience and to train and supervise others.

ESSENTIAL FUNCTIONS

- Develop (from curriculum) and/or type/duplicate classroom materials as directed;
- Function in the absence of the primary academic instructor;
- Give specialized instruction on one-to-one or group basis;
- Supervise instruction given by hourly employees;
- Advise students as requested;
- Monitor student progress;
- Assist in curriculum development;
- Maintain equipment in the laboratory, if in laboratory setting;
- Proctor written examinations;
- Administer skills proficiency examinations; provide assistance in the supervision and instruction of students;
- Use correct English, grammar, spelling, vocabulary, and punctuation;
- Work with a minimum of supervision;
- Effectively communicate academic concepts and learning strategies;
- Teach small groups of students;
- Preview and recommend appropriate instructional materials, software programs, workbooks, and texts;
- Operate office machines such as computers and other keyboard equipment, duplicating machines, recorders, calculators, audio-visual equipment, and Telephone Communication Devices for the Deaf;
- Follow and implement district policies and procedures;
- Perform general clerical tasks; such as typing, filing, organizing, and maintaining records;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Establish and maintain cooperative working relationships with faculty, staff, students, and others contacted in the performance of duties;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand normal in-person and telephone conversation;
- Work at a desk, conference table, or in meetings of various configurations;

- Perform other related duties as required.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Associate degree with broad general education.

Experience:

- Two years of experience working with students in areas appropriate to the assignment; such as, learning disabilities, reading, biology, math.

Knowledge of:

- Correct English usage: grammar, spelling, vocabulary, and punctuation;
- Techniques of supervising and monitoring classroom activities;
- Topics related to particular academic area.

Board of Trustees Approval: 9-91
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