

INSTRUCTIONAL ASSISTANT
(Bargaining Unit Position)
(Range 25)

DEFINITION

Under general supervision of the assigned instructor, provide assistance with instructional tasks in a laboratory-equivalent setting and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from other classes in that incumbents in this classification perform a variety of tasks which require the ability to communicate ideas and to facilitate skill development and learning under the direction of the assigned instructor(s).

ESSENTIAL FUNCTIONS

- Assist students one-to one or in groups in the lab setting with minimal supervision;
- Collect homework and daily assignments, check for accuracy and errors, make notes to students, and record grades;
- Assist instructor in many areas of classroom tasks and maintain an effective working relationship;
- Supervise individual groups of students in split classroom setting (intermediate and advanced combination) while instructor is working with one group;
- Answer individual student questions during classroom and lab time along with instructor;
- Supervise lab-only sessions;
- Maintain an effective working relationship with students;
- Proctor examinations;
- Maintain on-going records of students' assignments, due dates, missing assignments, daily work, grades, and maintain this information in students' files;
- Check computers, tape recorders, dictation and other special equipment for proper running condition;
- Analyze need for repair from outside source;
- Generate repair orders and send to Cuesta's Computer Department;
- Replace toner cartridge in laser printers;
- Operate copy machine;
- Conduct demonstrations to individuals on various software programs;
- Prepare classroom material, student handouts, tests, etc. by typing and duplicating material;
- Analyze student level in a program and assign the appropriate level of study;
- Maintain supplies and re-order as necessary;
- Perform other related work as required;
- Correct papers (does not assign grades);
- Teach students alternate ways of performing tasks;
- Offer career information regarding subject area or related fields;
- Administer skill proficiency examinations;
- Set-up displays for demonstration and student uses in the lab;
- Train and supervise student workers;
- Server maintenance (instructor file maintenance) for: tests, project files, student test scores and files;

- Repairs/recovery: diskettes, files, folders;
- Format conversion, data recovery, hard drive to floppy recovery;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- 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;
- Perform other related duties as required.

Duties require the physical ability to:

- see for the purpose of reading laws and codes, rules and policies, and other printed mater;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- lift and/or carry 25 pounds;
- exert manual dexterity sufficient for keyboard and other office equipment operation.

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

DESIRABLE QUALIFICATIONS

Education:

- Associate degree preferred.

Experience

- One year of work or study experience in the subject matter area preferred.

Knowledge of:

- laboratory and/or classroom subject matter and related materials;
- ability to work effectively with students and instructors;
- computer programs necessary for record keeping and databases;
- correct English usage: grammar, spelling, vocabulary and punctuation.

CCCUE Approval: 6/5/2000

Board of Trustees Approval: 7/5/2000

G:\JOB DESCRIPTIONS\Classified\Instructional Support\instructional assistant.doc