

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist students and instructors in assigned subject areas; assist in preparation of instructional materials and coordinate the operation of multiple labs; perform related clerical duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant II incumbents perform more complex functions in the coordination and operation of multiple large instructional labs. Instructional Assistant I incumbents assist students and instructors in the preparation of instructional materials in a single lab setting or multiple small labs.

REPRESENTATIVE DUTIES:

Coordinate the operation of multiple instructional labs. *E*

Advise and instruct students and instructors on the proper use of instructional equipment used in the labs. *E*

Evaluate and recommend purchase of instructional materials. *E*

Maintain labs in a safe, clean and orderly condition. *E*

Establish and enforce lab policies and procedures. *E*

Operate a variety of lab equipment including computer and related software, typewriter, calculator, VCR and others. *E*

Perform a variety of general clerical duties such as typing, filing, maintaining records and duplicating instructional materials. *E*

Select, train and provide work direction for student workers.

Order, receive, catalog and store forms and supplies; maintain inventories.

Assist students individually or in small groups, reinforcing or following up on instructions provided by instructor.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling and vocabulary.
Specific area to which assigned.
Instructional methods and techniques.
Basic record-keeping techniques.
Oral and written communication skills.
Operation, Preparation and maintenance of an instructional lab.
Technical aspects of field of specialty.

ABILITY TO:

Prepare and maintain instructional lab.
Operate and demonstrate the use of laboratory materials and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate equipment used in assigned lab.
Work independently with little direction.
Plan and organize work.
Advise students in proper operation and use of assigned instructional equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level training in a field directly related to area of specialty and one year of tutoring, instructional or work experience related to the academic area to which assigned.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional laboratory environment.

PHYSICAL ABILITIES:

Seeing to observe students and lab equipment.
Hearing and speaking to communication instructions.
Standing and walking for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting moderately heavy objects.