

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

Assist students in assignments related to the instructional program to which assigned. *E*

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

Explain concepts, principles and terminologies to students. *E*

Advise and instruct students in the proper operation of instructional equipment such as word processors; operate business machines, computer terminal and other equipment specific to the assignment. *E*

Assist in the preparation of instructional materials; perform a variety of general clerical duties such as typing, filing, maintaining attendance and student information and progress on appropriate forms and records and duplicating instructional materials. *E*

Assist in the administration and scoring of tests and class assignments. *E*

Assist in the selection of student tutors; prepare student worker timesheets.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic knowledge of specific academic or vocational subject area(s) to which assigned.

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Ewing & Company

Basic math.
General needs and behavior of students of various ethnic, racial and cultural backgrounds.
Instructional methods and techniques.
Record keeping techniques.
Oral and written communications skills.
Technical aspects of field of specialty.
Operation of assigned instructional equipment.

ABILITY TO:

Assist students in understanding and applying basic principles of the subject area to which assigned.
Advise students in the proper operation and use of assigned instructional equipment.
Explain work assignments to students.
Speak clearly and distinctly.
Understand and follow oral and written directions.
Operate office equipment such as computer terminal, word processor, copier, thermofax and duplicator.
Plan and organize work.
Make arithmetic calculations quickly and accurately.
Learn quickly to apply specific rules, policies and procedures of program to which assigned.

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:

Classroom environment.

PHYSICAL ABILITIES:

Seeing to observe students and lab equipment.
Hearing and speaking to communicate instructions.
Standing and walking for extended periods of time.
Lifting moderately heavy computers and related equipment.