



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
INSTRUCTIONAL ASSISTANT	CLASSIFIED	GRADE: I MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		DATE: 02/10/09

JOB DESCRIPTION:

Under general supervision, perform paraprofessional preparatory work and planning to assist faculty in the instruction of students; demonstrate theoretical or practical subject matter in a classroom or laboratory setting; and perform related work as required.

SCOPE:

The Instructional Assistant II has a broad depth of knowledge in the instructional area to which assigned; responsibilities are discharged with a moderate degree of independence, initiative and interaction with students.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Demonstrates broad theoretical or practical subject matter expertise in a classroom or laboratory setting.
2. Assists instructors in implementing classroom or laboratory assignments; makes recommendations regarding assignments, classroom or laboratory materials, and teaching methodology.
3. Confers with students regarding classroom or laboratory progress; tutors students individually and in groups on problem areas related to instructional subject matter.
4. Administers and scores tests; confers with instructors and students regarding student test scores.
5. Writes reports on classroom or laboratory activities and/or student progress.
6. Maintains classroom or laboratory equipment; makes minor repairs and adjustments to equipment as necessary.
7. Maintains student records, classroom or laboratory assignments, and other documents in accurate filing system.
8. Orders and maintains supplies.
9. Performs clerical duties as required.
10. Directs the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; maintain accurate records; perform clerical and administrative work with accuracy and speed; identify problems and recommend solutions; understand and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population

EMPLOYMENT STANDARDS (Continued):

KNOWLEDGE OF:

Specific subject matter in area to which assigned; materials, tools and equipment to be used in the classroom or laboratory setting; skills in establishing and maintaining effective public relations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Community college coursework.

Experience:

One year of experience in tutoring or other work in a related educational setting preferred.

LICENSE OR CERTIFICATE:

May be required to possess certain licenses or certificates (i.e., valid Class C California driver's license, CPR, First Aid certificates), or possess proof of training in areas relevant to subject matter to which assigned.

SPECIAL REQUIREMENTS:

May be required to use and demonstrate the use of tools and equipment depending upon area assigned.