

INSTRUCTIONAL ASSISTANT

CLASS SUMMARY

Under general supervision – assists credentialed instructor(s) by providing tutorial assistance and other instructional support services; performs related duties as required.

REPRESENTATIVE DUTIES

Provides tutorial assistance to individual and small groups of students; administers and scores tests or work samples to measure levels of achievement; maintains a proper learning environment; performs various clerical duties including recording attendance and performance, preparing and distributing teaching aids and instructional materials, filing; assists in setting up, organizing and maintaining equipment and supplies; may orient students on proper operation of relevant equipment; may assist in registration.

ORGANIZATIONAL RELATIONSHIPS

This class generally reports to the Assistant or Associate Deans but is under the direction of Teachers. This class works closely with students in the classroom.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

A.A. degree with major in area assigned; or A.A. degree with two years work experience in related field; or above average successful completion of courses in related area and one year of work experience in related area; or any combination of training, experience, and a recommendation by the instructor/administrator and approval by their Dean.

Knowledge and Abilities

Knowledge of: principles of tutoring and assisting students at the college level; good written and oral English; record keeping, clerical and general office procedures; college classroom and learning procedures; content area and equipment of relevant course(s).

Ability to: work well with tutor and assist students; assist instructors in various paraprofessional and instructional-related services; learn and utilize a wide variety of assigned instructional materials; administer and score objective tests; perform clerical, filing and supportive duties; learn and operate office equipment; understand and follow oral and written instructions; maintain a proper learning environment; establish and maintain effective relationships with instructors, personnel and students; be sensitive to students from diverse backgrounds.

Skills: some positions may require oral and written proficiency in a second language, as measured by biliteracy tests.