

**JOB TITLE:** INSTRUCTIONAL ASSISTANT – PUBLIC SAFETY PROGRAMS

**PAY GRADE:** CL 20

**LAST REVISED:** January 2022

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

#### **SUMMARY DESCRIPTION**

Under direction of assigned manager, provides a full range of instructional support to the faculty, students, and staff requiring in-depth knowledge of subject area; provides administrative support to program faculty; communicates with vendors, coordinates purchasing and monitors budget expenditures, maintains supply inventories and equipment in assigned labs; assists with scheduling students for clinicals/field experiences to ensure compliance; ; supervises and provides training to paid and volunteer temporary workers;; and performs a variety of other duties as needed to provide technical and teaching assistance to instructional staff.

**REPRESENTATIVE DUTIES** – *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assists instructional staff with setup of laboratory demonstrations, simulations, and illustrations pertaining to the Public Safety Programs (Fire Technology, Health Sciences / EMT & Administration of Justice); assists with development of instructional delivery methods; updates and maintains student reference materials and manuals.
2. Assists with selection processes for EMT, Administration of Justice and Fire Academy Aides according to established District and program guidelines; assists with maintenance of required employment documents and record functions; assigns and schedules paid and volunteer employees; oversees scheduling of students for clinical/field experiences to ensure compliance with requirements.
3. Assists with the coordination of National Registry exams, including psychomotor skills testing. Participates in the preparation and administration of assigned budgets; provides input regarding budget(s) development; monitors budget expenditures and coordinates purchasing to meet needs within budget parameters; research's materials and pricing and coordinates with external vendors and/or appropriate Purchasing Office staff; prepares reports on departmental purchasing; coordinates budget transfers, as authorized.
4. Prepares written reports and communications to agencies that provide program and course certification and accreditation; informs staff of changes to policies, procedures, protocol, and

curriculum as necessary.

5. Provides a variety of administrative support; responds to inquiries regarding departmental operations or refer to appropriate staff; prepares or assists with the preparation of departmental reports and correspondence; performs other clerical tasks including duplicating materials, processing mail, and answering telephones.
6. Disseminates, collects, assembles, inspects, calibrates, makes minor repairs to, and returns to storage in working order assigned equipment and apparatus.
7. Maintains and sets up multi-media and computer-related equipment; provides troubleshooting assistance of multi-media equipment and computer.
8. Assists with student application and registration processes.
9. Assists with preparation and presentation of information for outreach and recruitment events.
10. Assists with development of promotional information regarding programs and classes including videos, newsletters, brochures, flyers, and public announcements.
11. Trains and provides work direction to assigned student workers and temporary help as assigned.
12. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Academic, physical, and legal rules, regulations, and other requirements necessary to enroll in fire, health care, and administration of justice courses.
- Continuing education requirements associated with the degrees and certificates offered
- Instructional, lab, and learning challenges with respect to the study of public safety.
- Tutorial and instructional techniques.
- Operational characteristics of apparatus, equipment, and materials pertaining to assigned subject area.
- Office procedures, methods, and equipment including applicable software applications such as word processing, desktop publishing, spreadsheets, and database management.
- Basic inventory processes and procedures and techniques.
- English usage, spelling, grammar, and punctuation.
- Basic budgeting and booking concepts.
- Principles of lead supervision and training. Occupational hazards and standard safety practices.
- Equity-minded practices that support increased student success and the closing of equity gaps in a distance learning environment.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities, and other groups.

**Ability to:**

- Perform the full range of responsibilities of the job including coordinating and providing instructional assistance and support to adult students of diverse backgrounds, abilities, and skill levels.
- Convey technical concepts to others and to facilitate a small group learning process. Make presentations to small groups.
- Prepare demonstrations, simulations, and illustrations to support instruction.
- Relate positively to students in a teaching/learning environment, develop and maintain effective working relationships, and recognize learning disabilities and make the appropriate

- referrals for assistance.
- Listen actively and effectively, identify and solve problems, facilitate learning for students, and build student confidence in the subject matter.
  - Assist with instructional tasks including to administer tests and tutor students in various concepts and problem solving.
  - Process documents leading to certificates or licenses.
  - Research using libraries and internet-based search methods.
  - Observe laboratory protocols and ensure adherence to safe work practices and procedures.
  - Operate office equipment including computers and supporting word processing, spreadsheet, database management, network management, desktop publishing, and Internet navigation applications.
  - Adapt to changing technologies and learn functionality of new equipment and systems.
  - Hire, train, and supervise student and/or other temporary help.
  - Work independently and collaboratively.
  - Perform general clerical functions. Maintain accurate records. Organize storage facilities.
  - Plan and organize work to meet changing priorities and deadlines.
  - Learn and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to two years of college level course work in health, fire science, administration of justice, or a closely related field.

**Experience:**

Two years of increasingly responsible experience in emergency medical services.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain an Emergency Medical Responder or First Responder certification. )/CPR certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed indoors in an education center/classroom/laboratory setting and outdoors in the field; exposure to wet/damp surfaces, extremes of heat or cold, moderately high levels of noise, chemicals, fumes, smoke, and gases, and moving objects/vehicles; work with laboratory equipment and apparatus; work with or in water. Moderate exposure to risks controlled by safety precaution.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and/or education center/classroom/laboratory setting; to stand or sit for prolonged periods of time; to walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.