



Job Description

JOB TITLE: INSTRUCTIONAL ASSISTANT-ENGLISH

PAY GRADE: CL 20

LAST REVISED: 06/2007

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.

SUMMARY DESCRIPTION

Under direction of assigned manager, provides a full range of instructional support to English instructional program, students, and staff requiring in-depth knowledge of subject area; provides tutorial assistance to students in a classroom or laboratory setting; coordinates/sets up lab programs and procedures; provides assistance to students and staff in the use of technology; supervises and provides training to student and/or other temporary workers; and performs a variety of other duties as needed to provide tutorial and technical assistance to support the instructional program.

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. Coordinates and provides tutorial and instructional assistance to individual and groups of students including in a English/Reading/Learning Skills laboratory setting; prescribes individual levels of laboratory instruction using assessment test results; introduces, reinforces, and reintroduces information related to assigned instructional programs; assesses students' current knowledge, understanding, and experience to determine what presentation will engage students' schemata; evaluates student progress and problems and determine when referral is appropriate and to which resource(s) referral(s) should be made.
2. Coordinates and supervises assigned laboratory programs for students; coordinates, prioritizes, and schedules various laboratory activities; orients students and instructors to the assigned program and program laboratory including to advise them regarding available services, policies, procedures, and in the purpose(s) and use(s) of laboratory materials and equipment; develops, implements, and enforces laboratory procedures and policies; coordinates the organization, maintenance, and improvement of facilities to accommodate new and ongoing programs; supervises and monitors attendance and progress of students; creates and maintains files and records for laboratory students and assigned services and activities.
3. Designs, maintains, organizes, and implements educational programs and materials; researches, recommends, and orders textbooks and other laboratory materials; develops/creates and revises answer keys, answer sheets, laboratory instructions, modules, charts, and signs; creates and revises testing materials; creates and maintains files, computer spreadsheets, and databases of test results; creates, administers, monitors, and scores various diagnostic testing instruments; interprets diagnostic test results and advises students accordingly; creates, administers, monitors, and scores laboratory test results; identifies concepts which were misunderstood by the student(s), assigns additional work to mediate problem(s), and creates and administers second test version(s) as appropriate; coordinates administration of tests; evaluates the appropriateness of specific tests; proctors classroom tests; corrects student laboratory manuals, workbooks, and home assignments.

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4. Serves as liaison between students, instructors, and other staff; informs instructors on progress of students and attendance; troubleshoots student academic and/or behavioral and/or attendance problems and alerts instructors to problems; coordinates staff coverage for laboratory; discusses program and/or resolves problems or concerns; serves as an advocate for student needs; interacts with staff members from other District organizational units regarding operations; serves on committees.
5. Performs a variety of purchasing and budgeting duties; prepares reports and analyzes expenditures; maintains accessible and accurate financial and budget records for audit purposes; assists in the preparation of budget materials, presentation of budget statistics, program planning, and providing information to assist in determining purchasing needs to support the assigned program; orders supplies, materials, and equipment.
6. Recruits and selects students, tutors, volunteers or other temporary help for assigned area; provides training to assigned staff; conducts staff meetings; coordinates, schedules, supervises, assigns work to, monitors hours worked by, and evaluates work performed by student and/or other temporary help.
7. Provides a variety of general clerical and administrative support; operates office equipment; performs data entry; processes forms; posts and receives mail; answers telephones and refer messages; duplicates and collates materials; schedules meetings and other appointments for students, instructors and other staff; checks materials in and out in accordance with established District and/or program area policies and procedures; collects, organizes, and maintains files and records; organizes and maintains reference materials and laboratory lending libraries; check books and videos in and out.
8. Organizes, coordinates, and maintains a variety of computer-related operations and equipment; performs a variety of operational and basic maintenance duties.
9. 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:

Pre-college and lower division college courses including English, reading, writing, spelling, and ESL.

Tutoring and instructional concepts, principles, and techniques.

Educational methodology in the areas of English language usage, reading, writing, spelling, vocabulary, critical thinking, and related areas.

Learning styles and types of learning disabilities/problems with respect to the study of assigned areas.

Computer-aided instructional techniques and applications.

Test writing techniques and testing procedures.

Record keeping principle and practices.

Office procedures, methods, and equipment including applicable software applications such as word processing, desktop publishing, spreadsheets, and database management.

Basic budgeting and purchasing procedures and principles.

Supervisory techniques.

Ability to:

Provide general instructional support including to provide tutoring and instructional assistance in English and related subjects for adult students of diverse backgrounds, abilities, and skill levels.

Make effective presentations to groups.

Relate positively to students in a teaching/learning environment and recognize the difficulties students may have in comprehending the subject matter.

Recognize learning disabilities and make appropriate referrals for assistance.

Listen actively and effectively, identify and solve problems, facilitate learning for students, and build

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student confidence in ability.
Design and update materials.
Administer, monitor, score, and interpret standardized diagnostic and other tests and examinations.
Assist with curriculum planning.
Operate and maintain computer-aided learning equipment and utilize software applications that are dedicated to the subject matter.
Operate office equipment including computers and supporting word processing, spreadsheet, database management, and Internet navigation applications.
Perform minor repairs on machines, computers, and equipment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Perform general clerical tasks.
Train new student and/or other temporary help.
Work independently and collaboratively.
Compile information and statistics and maintain accurate records.
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:

Two years of college with major course work in English or a closely related field. A Bachelor's degree from an accredited college or university is desirable.

Experience:

Two years of increasingly responsible experience in instructional support or similar experience.

License or Certificate:

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

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 primarily indoors in an education center/classroom/laboratory setting.

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 occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate 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.



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Johnson & Associates
Revised: June, 2007