

JOB TITLE: Instructional Assistant - Public Safety Programs
PAY GRADE: CL 20
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

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 general supervision from assigned manager and in collaboration with instructional faculty, provides instructional support to the Public Safety programs, including Fire Technology, Allied Health Sciences, and Administration of Justice, requiring in-depth knowledge of subject area and associated use of technology, computers, software, and equipment; provides technical and instructional assistance to support laboratory and classroom activities at multiple campuses and sites; assists with scheduling students for clinicals and field experiences; and provides purchasing, inventory, and maintenance duties for laboratory and classroom supplies, materials, and equipment.

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. Provides instructional support for programs; including technical and instructional assistance to students with special projects, field trips, homework, presentations, demonstrations, or other instructional activities in classroom and lab settings; assists with the development and setup of demonstrations, simulations, and illustrations; proctors exams and quizzes; assists with curriculum planning and coordination; assists with layout and production of instructional materials, including graphics and audio-visual aids; researches, learns, and shares information regarding new techniques and methods with other District staff; assists with on-site projects; provides ongoing times and locations for formal tutoring sessions (online and/or on-site); hosts additional lab time and tutoring sessions for student projects, examinations, and study, as needed.
2. Monitors and assists with proper use of classroom and lab equipment, materials, and facilities; assists with ensuring safety and security procedures are followed; inspects tools, equipment, and machinery for hazards and takes prompt action to prevent injury or damage; maintains safety signage; facilitates use of Personal Protective Equipment (PPE) and additional safety equipment; cleans and organizes workspaces, floors, and storage facilities to ensure a safe working environment; rearranges equipment and facilities, as needed; determines and mitigates or eliminates possible safety problems; modifies and updates operating procedures, as needed; updates and maintains student reference materials and manuals; updates and maintains classrooms to remain current with material being taught, including equipment, posters, and manikins.
3. Performs equipment and tool maintenance; operates, inspects, maintains, and performs minor repairs to hand and power tools, machinery, equipment, and facilities; performs preventative and operational maintenance, including troubleshooting, diagnosing, and repairing tools, equipment, and facilities; arranges for servicing, packaging, shipping, and/or repair of tools, machinery, or equipment, as needed.
4. Maintains, inventories, and organizes the program facilities, including classrooms, exterior yards, stockrooms, and project areas; maintains, repairs, and manages inventory and distribution of vehicles,

apparatus, equipment, manuals, and supplies; maintains records of items checked in and out; inspects incoming shipments and distributes or stores in proper locations; designs, organizes, and maintains storage facilities.

5. Provides initial computer technical assistance, training, and support to faculty, staff, and students; installs, removes, maintains, and assists with troubleshooting department computer hardware and software; assists with set up of department computer systems and networks; maintains department databases; requests or arranges for assistance, servicing, or repair of department computer equipment from District Information Technology Services (ITS) staff or other resources.
6. Provides administrative duties for programs; responds to inquiries regarding program operations or refers inquiries to appropriate staff; processes mail; monitors, coordinates, and facilitates use of department facilities, resources, and equipment for access and security; monitors and maintains offsite facility use agreements with agency partners; prepares or assists with preparation of department reports and correspondence; maintains department records, including warranties, licenses and operating information for equipment and software; researches and provides pricing for student materials fees forms and ensures fees are current at time of registration; maintains database of costs, fees, and extra materials required from students; assists with development, preparation, presentation, and coordination of information for outreach and recruitment, including videos, newsletters, brochures, flyers, and public announcements; maintains and updates social media.
7. Participates in the preparation and administration of assigned budget(s), including grants; researches and purchases assigned contracts, materials, and supplies, and determines future needs; works with vendors to obtain quotes; requests purchase orders; inventories existing supplies and instructional materials; discusses new products or special needs with vendors and District staff; works with District staff to obtain lab, lecture, or other supplies; maintains expenditure records and prepares reports; advocates for the needs of the department; and creates prioritized lists of needed equipment for administration; provides input regarding annual budget development.
8. Works with appropriate staff to provide program information and course certifications for accreditation or reaccreditation; informs staff of any changes to policies, procedures, protocol, and curriculum, as needed; communicates with State Fire Training regarding any scheduling or staffing changes each semester.
9. Assists with student application and registration processes for programs, including general assistance and problem solving for students; assist with scheduling students for clinical or field experiences to ensure compliance with state and program requirements; maintains proper documentation of students' classified information for auditing purposes; performs N95 fit testing for students for clinical and field rotations, as needed.
10. Prepares, loads, and transports department materials and equipment between campuses or off-site.
11. May perform basic first aid, as needed.
12. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff; assists with temporary Lab Instructors onboarding and maintenance of employment documents; assigns and schedules paid and volunteer employees; coordinates training of new teaching equipment and tools.
13. Performs related duties that support the overall objective of the position.

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:

- Principles, techniques, protocols, applications, and equipment used in Public Safety programs, including allied health sciences, fire science, and administration of justice.
- Academic, physical, and laws, regulations, and other requirements for enrollment in fire science, allied health sciences, and administration of justice courses.
- Instructional, lab, and learning challenges with respect to the study of public safety.
- Operational characteristics of apparatus, equipment, and materials.

- Federal, state, and local laws, codes, and regulations regarding instruction, support of students, and lab protocols, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- Basic inventory, bookkeeping, and purchasing processes and procedures.
- Principles and practices of record keeping.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform general technical and operational duties in support of Public Safety programs, including, but not limited to, operating and maintaining equipment, computers, and tools; maintaining and organizing supply inventories and storage facilities; proctoring tests; and supporting classroom and lab activities.
- Assist and advise students with safe working practices in the use of equipment and procedures.
- Make presentations to small groups.
- Prepare demonstrations, simulations, and illustrations to support instruction.
- Process documents leading to certificates or licenses.
- Operate vehicles, trucks, and maintenance equipment, including hand and power tools, measuring devices, and stationary or mobile power equipment.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, "lock-out/tag-out", laboratory protocols, and safe handling, storage, and disposal of hazardous materials.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Compile information and statistics for reports and records.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in public safety programs and Learning Management Systems (LMS).
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college level course work or specialized training in allied health sciences, fire science, administration of justice, or a related field.

Experience

- Two years of increasingly responsible experience in emergency services or related field.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Emergency Medical Technician Certification
- CPR and First Aid Certification.
- Hazardous Materials Awareness Certificate.

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, extreme heat or cold, loud noises, chemicals, fumes, noxious odors, 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 precautions.

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; to verbally communicate to exchange information; and requires the wearing of personal protective equipment, including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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.

Board Approved: July 15, 2025