

JOB TITLE: Instructional Math Center Specialist
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 mathematics programs, requiring in-depth knowledge of subject area and associated use of technology, computers, software, and equipment; provides technical and instructional assistance to support Math Centers and classroom activities; and provides purchasing, inventory, and maintenance duties for Math Centers 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 department, including technical and instructional assistance to individual and groups of students in a mathematics laboratory or classroom setting; proctors exams and quizzes; collaborates with faculty to set up demonstrations; introduces and reinforces information; assesses students' current knowledge, understanding, and experience to determine what presentation will engage students; conducts and supervises study groups and review sessions; evaluates student progress and difficulties and determines when a referral is appropriate; provides input in the development of strategies to assist different types of learners and those with accessibility needs; assists students to learn at their own pace and develop basic skills; assists student with computer-aided learning equipment; facilitates multiple programmed math learning modules; administers and monitors various testing instruments; interprets test results and advises students accordingly.
2. Provides initial instructional support in online teaching and testing environments, including learning technology and video conferencing platforms.
3. Provides initial computer technical assistance, training, and support to faculty, staff, and students; installs, removes, maintains, and assists with troubleshooting of department computer hardware and software; assists with set up of department computer systems and networks, including managing directories and files, managing user accounts and system resources; 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.
4. Supervises assigned Math Center programs; facilitates, prioritizes, monitors, and schedules activities, including registration, attendance, orientation, and testing; provides information regarding available services, policies, procedures, and purpose and use of materials and equipment; develops, maintains, organizes, and provides instructional materials, handouts, and related materials; selects, prepares, and sets up materials and equipment.
5. Provides administrative support for department; greets, receives, and/or screens department visitors, mail, emails, and telephone callers; refers matters to appropriate manager or staff, as needed; serves as a liaison between students, faculty, and District staff, including providing information on student

progress, assisting with student issues and concerns; performs data entry; processes forms; schedules meetings and appointments for students, faculty, and District staff; checks out and in materials; organizes and maintains reference materials and lending libraries; creates and maintains files, spreadsheets, and databases of test results and student use; maintains, prepares, and analyzes class data; completes forms or other documentation for students who have completed assigned program courses.

6. Participates in the preparation and administration of assigned budget(s); researches, purchases, and inventories assigned contracts, materials, testing materials, and supplies, and determines future needs; discusses new products, testing materials and instruments, or special needs with vendors and District staff; works with vendors to obtain quotes; requests purchase orders; maintains expenditure records and prepares reports; communicates funding needs or issues with appropriate manager or District staff; advocates for the needs of the department; and creates prioritized lists of needed equipment for administration; provides input regarding annual budget development.
7. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff; assists with recruiting, selecting, and training tutors, volunteers, or other temporary help for the Math Centers; schedules and monitors hours worked.
8. 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:

- Theories, concepts, principles, techniques, protocols, and applications of mathematics and related disciplines, including college level calculus, statistics, algebra, and differential equations.
- Concepts, principles, and techniques of tutoring, computer-aided instruction, and instructional support.
- Learning styles, disabilities, and challenges.
- Federal, state, and local laws, codes, and regulations regarding instruction and support of students, 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 the Mathematics Department, including, but not limited to, installing, operating, and maintaining computers and software; maintaining and organizing supply and resource inventory; proctoring tests; administering and interpreting standardized diagnostic tests and exams; and supporting classroom and Math Center activities.
- Provide instructional mathematics support, including tutoring and instructional assistance for students of diverse backgrounds, ages, abilities, learning types, and skill levels.
- Recognize learning disabilities and make appropriate referrals for assistance.
- Facilitate learning for students and build student confidence in mathematics ability.
- Make presentations to groups.
- 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 the field of mathematics and Learning Management Systems (LMS).
- Maintain confidentiality of information.
- Make arithmetic calculations of average to above average difficulty.
- 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, including recruitment and scheduling of tutors and volunteers.
- 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 with major course work in mathematics or a related scientific field.

Experience

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

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.

Board Approved: July 15, 2025