

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Instructional Aide	Range:	30
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a variety of routine clerical and maintenance duties in a classroom or lab environment as required; and assisting the instructor and students in the preparation, distribution, or demonstration of instructional instruments, materials, supplies and equipment.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Prepares classroom or laboratory for instruction; sets up equipment and materials for exercises and demonstrations; collects, maintains and stores equipment and materials after classroom or laboratory usage; assists in maintaining classroom or laboratory in a safe, clean and orderly condition.
2.	Demonstrates or describes the proper usage of equipment and materials to instructors and students; provides information to students regarding classroom or laboratory requirements; prepares and issues equipment and materials for students use; maintains records of equipment and materials loaned to students.
3.	Assists instructor with routine duties; records classroom or laboratory attendance; distributes and receives students' assignments; registers students in courses as directed; enters data into computer; maintains accurate files and records.
4.	Assists in the grading, scoring and marking of tests as directed.
5.	Assists in the development of programmed curricular components as assigned.
6.	Performs general clerical duties related to the maintenance and efficiency of the instructional program; types various forms, letters and correspondence; answers telephones and directs calls as appropriate; provides routine information.
7.	Assists in ordering, maintaining, receiving, cataloging, and storing supplies and materials; assures adequate quantities are available for timely instructional use.
8.	Maintains and performs minor repairs and adjustments to equipment; reports major repair needs according to established procedures; examines literature on new equipment and makes purchase recommendations; consults with vendors as assigned.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Instructional Aide may be required to monitor expenditures and budget as assigned in relation to the maintenance of supplies and materials.

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WORKING RELATIONSHIPS

The Instructional Aide maintains daily contact with students and instructors, as well as frequent contact with various college or District departments.

EDUCATION AND EXPERIENCE

High school diploma or GED
Preferably supplemented by two (2) years of college coursework and/or related training and experience in the assigned disciplines or subject areas.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of organization, policies and procedures of assigned department, classroom, or laboratory
Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory
Knowledge of appropriate safety precautions and procedures used in the assigned classroom or laboratory
Knowledge of modern office practices and procedures
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary
Knowledge of basic bookkeeping procedures
Knowledge of record keeping techniques
Knowledge and ability to operate personal computers, copiers and other standard office equipment
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

May require a valid California driver's license depending upon assigned discipline

WORKING CONDITIONS

Instructional classroom and lab environment. May be subject to perform physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments. May be subject to exposure to chemicals, solutions, biohazardous materials, and/or fumes.
