

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Instructional Assistant	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for assisting in the instruction of students in a classroom or laboratory setting; preparing, distributing, or demonstrating equipment and materials; and performing complex technical work as required. This requires specialized knowledge in the area supported.

ESSENTIAL FUNCTIONS

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

1.	Tutors and counsels students individually or in small groups in the assigned subject matter area; reinforces or follows-up on instructions provided in classroom or laboratory by the faculty; explains course concepts, principles and terminologies to students; tracks students' progress and provides feedback to instructor.
2.	Assists in the preparation of instructional materials; schedules and coordinates field trips, guest lecturers, and special events; assists in the preparation of class schedules, course requirements and assignments; administers and scores a variety of tests; recommends appropriate level of instruction.
3.	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.
4.	Performs a variety of specialized and general classroom or laboratory techniques; operates a variety of complex apparatus and equipment within assigned subject matter; tests, adjusts, maintains and performs minor repairs including necessary calibrations to apparatus and equipment.
5.	Provides technical assistance and recommends specifications for equipment and instructional material purchases.
6.	Performs administrative duties related to the maintenance and efficiency of the instructional program; types various forms, letters and correspondence; duplicates instructional materials; monitors class enrollments and maintains student attendance records; maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
7.	Maintains classroom or laboratory in a safe, clean and orderly condition; prepares and maintains records and reports as necessary.
8.	Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use; monitors expenditures and budget as assigned.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Instructional Assistant maintains daily contact with students and faculty, as well as frequent contact with various college or District departments and outside vendors.

EDUCATION AND EXPERIENCE

Two (2) years of college level course work and a minimum of three (3) years of extensive training or work 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 instructional methods and techniques
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 present classroom or laboratory materials and to perform experiments and demonstrations in the area assigned
Ability to assist students in understanding and applying basic principles of the subject area to which assigned
Ability to make arithmetic calculations quickly and accurately
Ability to work independently with little direction
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
In some locations, may require special licenses or certifications

WORKING CONDITIONS

Instructional classroom and/or laboratory and/or stockroom environment. May be subject to performing 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, bio-hazardous materials, and/or fumes.
