

## 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.

<p style="text-align: center;"><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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**OTHER FUNCTIONS**

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**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.

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**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

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**SPECIAL REQUIREMENTS**

May require a valid California driver's license depending upon assigned discipline  
In some locations, may require special licenses or certifications

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**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.

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