

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide instructional assistance and reinforcement to individuals or groups of students in the Business Education Technology, Learning Center, Allied Health, ESL/Foreign Language, Agriculture and Natural Resources or Physical Education instructional labs; assist in monitoring the proper use of the lab and associated equipment and software; respond to questions and assist students as needed with subject matter, software programs and equipment operation; maintain various student records and files and prepare the lab for student use.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant incumbents provide instructional assistance activities in the use of various equipment, computers and software applications in a Business Education Technology, Learning Center, Allied Health, ESL/Foreign Language, Agriculture and Natural Resources or Physical Education instructional lab. Senior Instructional Assistant incumbents perform advanced and technical instructional assistance involving greater scope of instructional reinforcement, independence and ramifications of errors such as an Art/Photography lab, Automotive shop, Construction and Manufacturing Technology lab, Computer Integrated Design and Graphics lab, Computer Information Systems (CIS) lab, Adaptive Computer Training Center, Welding lab, Electronics and Computer technology lab, or Restaurant Management lab.

REPRESENTATIVE DUTIES:

Provide instructional assistance and reinforcement to individuals or groups of students in the Business Education Technology, Learning Center, Allied Health, ESL/Foreign Language, Agriculture and Natural Resources or Physical Education instructional labs; demonstrate the proper use and operation of various equipment, computers and software applications. *E*

Monitor individuals and groups of students in the proper use of the lab, use of associated equipment and software, and completion of lab activities; maintain current knowledge of applicable software utilized in the lab; respond to questions and assist students as needed with subject matter, software programs and equipment operation; proctor exams; communicate and enforce lab policies and procedures. *E*

Load, restore and restart programs; start and shut down computers; assist in the preparation of lab equipment, software and instructional materials; perform back-up according to established procedures; assure proper operation of equipment. *E*

Orient, demonstrate and provide instruction to students in the proper operation of

computers, related software applications, printers, audio and video equipment and calculators. *E*

Troubleshoot and perform minor maintenance to lab equipment; contact appropriate personnel or vendors as needed for trouble-shooting assistance and to arrange for equipment repair or replacement. *E*

Observe and control behavior of students according to approved procedures; track and report progress regarding student performance, attendance and behavior. *E*

Perform a variety of clerical duties; prepare, update, erase and store various student and class records and files, including scores, grades, progress and attendance; update and assemble class handouts, brochures and other related material. *E*

Maintain the lab in a clean and orderly condition; store, maintain, distribute and account for inventory of equipment, software and related materials. *E*

Provide input and recommendations regarding lab activities, software applications or curriculum changes and modifications.

Provide work direction to student workers and lab tutors as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- College curriculum and educational requirements of assigned subject area.
- Apple and/or IBM-compatible computers as appropriate for assigned computer lab.
- Operation of various business equipment.
- Word processing and other software applications related to assigned computer lab.
- Routine adjustment and maintenance of lab computers and other office equipment.
- Basic instructional and reinforcement methods and techniques.
- Classroom procedures and appropriate student conduct.
- Student guidance principles and practices.
- Requirements of maintaining an instructional lab in a safe, clean and orderly condition.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Provide instructional assistance and reinforcement to individuals or groups of students in assigned instructional lab.
- Assist in monitoring the proper use of the lab and associated equipment and software.
- Respond to questions and assist students as needed with subject matter, software

programs and equipment operation.

Communicate subject matter in a clear and accurate manner.

Organize and demonstrate lab exercises, demonstrations and activities to correspond to classroom curriculum.

Type at 45 words per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Exercise patience, tact and sensitivity with students.

Understand and follow oral and written directions.

Work independently with little direction.

Learn the procedures, functions and limitations of assigned lab duties.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Observe and control student behavior according to approved policies and procedures.

Maintain various student records and files and prepare the lab and materials for student use.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in computer operations or assigned area, and the use of various software applications, or physical training equipment to obtain the knowledge listed above and one year of experience operating office equipment, including computer hardware and software used by the District, and some experience working with students in an instructional setting.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor or Outdoor Environment (depending upon assignment):

While performing the duties of this job the employee is required to perform moderate to heavy lifting (up to 44 to 90 pounds depending upon assignment); see to observe students and lab equipment; speak to communicate instructions; stand, sit or walk for extended periods of time; bend at the waist; stand or sit for extended periods of time; and use fingers and hands to type and handle materials.

Incumbents may be exposed to abusive individuals and may be exposed to soil mix ingredients, heavy machinery and equipment with moving parts as assigned.

