

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Computer Science

Unit: Office Technical

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Job Code: J1920
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

DEFINITION

Under the direction of an assigned supervisor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work in an instructional computing laboratory environment.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must process more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist students in assignments related to computer science.
2. Tutor students individually or in small groups, reinforcing or following up on instructions provided by the instructor.
3. Explain concepts, principles, and terminologies to students.
4. Assist faculty, staff, and students in the use and operation of computers and associated instructional software and provide instructors with information regarding student use of materials.
5. Help students to perform basic computer operations, such as formatting, copying, or deleting files and changing default drives.
6. Assist students who are having problems at the rudimentary level with programming languages.
7. Start or shut down local area network system according to established procedures; assist students to learn log-on procedures, use network printers, and to load and save data as required.
8. Learn to use new computers and peripherals as required by changing technology. Prepare computer and user guides as requested. Provide laboratory use orientation to new students as required; ensure that appropriate safety and orderly procedures are observed by students.
9. Maintain a student tracking program to monitor student hours and/or activity in the lab. Assist in preparing associated reports.
10. Issue computer software and related instructional materials to students or assist students to use computer local area network to load and execute the appropriate software.
11. Provide rudimentary training and general work direction to student aides and hourly assistants.

12. Perform clerical duties, such as answering telephones and taking messages. Keep computer equipment and laboratory areas clean and orderly.
13. Perform simple operational maintenance of computers and related equipment as necessary; recommend the scheduling of technical maintenance of equipment according to approved procedures.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- District organization, operations, policies, and objectives
- English usage, grammar, spelling, punctuation, and vocabulary.
- Familiarity with entry level programming languages.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Instructional methods and techniques.
- Operation and uses of computers and peripherals used in instructional computing labs.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional computing labs.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Principles involved in using local area networks.
- Record-keeping techniques.
- Safety regulations involving field of specialty.
- Technical aspects of computer science.

Skills and Abilities:

- Assist students in understanding and applying basic principles of computer science.
- Communicate effectively both orally and in writing.
- Demonstrate competence in the use of computer application software.
- Demonstrate competence in using computer languages at the rudimentary level.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Follow procedures required to start up or shut down computer networking system in lab.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and repair of computer equipment.
- Plan and organize work.
- Prepare written computer user guides.
- Provide orientation to students in the operation of computer equipment.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with a minimum of supervision.

Training and Experience:

Any combination of training and experience equivalent to: six semester units of courses related to computer science and at least one year of successful work experience where the primary focus of the job was related to computers or three years of tutoring, instructional, or work experience in a computer environment.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves a classroom or lab setting.