

San Diego Community College District

NANCE CLASS SPEC

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Job Code: N1430

Original Date: 01/2011

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Instructional Assistant

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of an assigned supervisor or manager, provide instructional assistance to students and instructors in an instructional environment; independently perform a wide variety of technical and clerical duties.

DESIRABLE QUALIFICATIONS:

Knowledge of basic instructional methods and techniques; operation and use of computers and peripherals used in a college environment; general needs and behavior of students of various ethnic, racial, and cultural backgrounds; record-keeping techniques; technical aspects of field of specialty. Ability to assist students and instructors in an instructional environment; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Assist students and instructors in an instructional environment.
- Tutor students individually or in small groups, reinforcing or following-up on instructions provided by the instructor.
- Explain concepts, principles, and terminologies to students.
- Assist in maintaining instructional supplies, materials, tools, and equipment by checking items in and out.
- Identify and label incoming supplies, materials, tools, and equipment.
- Operate a variety of equipment related to assigned instructional area.
- Prepare materials and equipment for demonstrations by instructors or for use by students.
- Ensure that appropriate safety procedures are observed by students.
- Repair and maintain instructional materials, supplies, and equipment.
- Assist in preparing, administering, scoring, and recording student tests.
- Provide relevant information to instructors regarding student progress.
- Answer telephones, direct calls, and take messages.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Maintain files and records.
- Maintain instructional area in a clean and orderly manner.