

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Nursing

Unit: Office Technical

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Job Code: J1257
Original Date: 11/1998
Last Revision: 08/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

DEFINITION

Under the direction of a Dean or assigned supervisor or manager, perform technical and clerical work in an instructional lab setting in the subject of Healthcare Careers.

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 and clerical duties, requiring 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 possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist students in the effective use of supplies, materials, and equipment.
2. Monitor and direct students in the open laboratory and assist at-risk students with skill acquisition related to identified clinical deficiencies.
3. Assist instructors in the Healthcare Careers laboratory and the clinical laboratory when needed.
4. Prepare equipment for instructor demonstration, student practice, and evaluation.
5. Assist instructors and students in the effective use of laboratory supplies, audiovisual materials, computer hardware and software, nursing equipment, and relevant instructional procedures.
6. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventory of same ensuring that adequate quantities are available.
7. Oversee students' use of equipment during laboratory sessions and assist students by answering routine questions regarding use of equipment and safe performance of healthcare procedures.
8. Operate and maintain a variety of instructional materials, supplies, and equipment.
9. Assist in the preparation of the laboratory budget and monitor budget expenditures.
10. Maintain detailed, confidential student records in accordance with the requirements of the regulatory agency; assist in the preparation and maintenance of program reports.
11. Maintain instructional laboratories in a clean and orderly manner.
12. Perform routine clerical duties, such as answering telephones, taking messages, providing information regarding the healthcare careers program, greeting the public, and maintaining records and files.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Basic knowledge of Healthcare Careers.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
Instructional methods and techniques.
Minor emergency first-aid.
Operation, maintenance, uses, and characteristics of a wide variety of equipment related to Healthcare Careers.
Oral and written communications skills.
Principles and practices of work direction and training.
Record-keeping techniques.
Safety regulations involving the use of hazardous materials.
Technical aspects of all areas of Healthcare Careers.

Skills and Abilities:

Assist instructor in helping students understand and apply basic principles of Healthcare.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Perform minor maintenance and repair of all equipment in lab area.
Plan and organize work.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with very little direction.

Training and Experience:

Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to healthcare and satisfactory completion of sufficient specialized training in healthcare to satisfactorily perform the assigned duties.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves a laboratory setting; daily exposure to fumes from chemicals, vapors, carcinogens, and odors.