

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Art

Unit: Office Technical

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Job Code: J3500
Original Date: 01/1991
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

DEFINITION

Under the direction of the Art Gallery Director or assigned supervisor or manager, perform technical and clerical work in an art gallery setting.

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 possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist students in assignments related to art.
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. Coordinate the activities of museum studies students, work-study students, and volunteers in handling art, crating/uncrating exhibits, and performing clerical support operations for the gallery.
5. Assist students in the proper handling and care of art materials and installation of exhibits, reinforcing instruction provided by the instructor.
6. Assist in planning and setting up receptions and lectures.
7. Greet visitors, lead tours, and answer questions about the gallery, special programs, and fund raising opportunities.
8. Coordinate the maintenance of the gallery mailing list and slide library.
9. Order graphic materials and process incoming supplies and materials by identifying and labeling items and maintaining appropriate records.
10. Repair and maintain art materials, supplies, and exhibitions according to approved procedures.
11. Provide training and work direction to students and volunteers.
12. Maintain art gallery in a clean and orderly manner and ensure the security of the faculty.
13. Perform clerical duties, such as answering telephones, taking messages, opening and routing mail, scheduling appointments, preparing reports, and maintaining records and files.

14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of the technical aspects of art.
- 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.
- Operation, maintenance, uses, and characteristics of a wide variety of materials related to art.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety and security regulations in an art gallery.
- Technical aspects of art installations.

Skills and Abilities:

- Assist students in understanding and applying basic principles of art.
- 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 art materials and exhibitions.
- Plan and organize work.
- Provide orientation to students, volunteers, instructors, and staff in the operation of the art gallery.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: three years of educational, instructional, or work experience in art and satisfactory completion of sufficient specialized training in the subject matter to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements

Category III

Environment

Favorable, usually involves an art gallery or a classroom setting.