

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Learning Resources

Unit: Office Technical

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Job Code: J1096
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work in an Independent Learning Center or other multimedia 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 possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist students in assignments related to learning resources.
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 peripherals; provide relevant information to instructors regarding student use of the materials.
5. Prepare computer and user guides as requested.
6. Input student data; monitor student hours in the learning center.
7. Maintain computers and other equipment and laboratory areas in a clean and orderly manner.
8. Control the circulation of instructional supplies, materials, and equipment to students and instructors by checking items in and out; maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.
9. Provide training and work direction to student aides and hourly assistants.
10. Provide orientation and information to students, instructors, and others as requested; assist faculty, staff, and students in the use and operation of audio visual and other media equipment; ensure that appropriate safety procedures are observed by students.
11. Operate a variety of audio-visual equipment and prepare materials and equipment for demonstrations by instructors and for use by students.
12. Perform clerical duties such as answering telephones, taking messages, scheduling appointments, preparing reports, and maintaining records and files.

13. Repair and maintain instructional materials, supplies and equipment as necessary, schedule other repair and 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.
- 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 audio visual, computer hardware and software, and other multimedia equipment used in instructional labs and learning centers.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving field of specialty.
- Technical aspects of field of specialty.

Skills and Abilities:

- Assist students in understanding and applying basic principles for the area to which assigned.
- Communicate effectively both orally and in writing.
- Demonstrate a working knowledge of office equipment for preparation of instructional materials.
- Demonstrate competence in the use of computers and relevant software applications.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and repair of audio visual and computer equipment.
- Plan and organize work.
- Prepare computer and user guides.
- Provide orientation to instructors, staff, and students in the operation of audio visual and other media equipment, computers, and associated instructional software and peripherals.
- 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: six semester units of courses related to instructional media, including specialized training in computers and one year of related work experience or three years of tutoring, instructional, or work experience in a multimedia/computer environment.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves a classroom or lab setting, may be exposed to fumes from chemicals.