

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Physical Science

Unit: Office Technical

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Job Code: J1266
Original Date: 01/1991
Last Revision: 05/2016
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 instructional lab setting in the subject of Physical Science.

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 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 field of specialty.

EXAMPLE OF DUTIES

1. Control the circulation of instructional supplies, materials, tools, 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.
2. Assist students in the proper selection, operation, and care of equipment; assist students to understand assignments by reinforcing instruction provided by the instructor.
3. Perform clerical duties, such as answering the telephones, taking messages, opening and routing mail, scheduling appointments, collecting fees, preparing reports, and maintaining records and files; may assist in scoring and recording student assignments.
4. Process incoming supplies, materials, tools, and equipment by identifying and labeling items and maintaining appropriate records.
5. Operate a variety of equipment found in a laboratory for Physical Science.
6. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students.
7. Prepare materials and equipment for demonstration by instructors or for use by students.
8. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
9. Make minor repairs on equipment; make adjustments of electrical equipment.
10. Test, adjust, and maintain equipment; trouble-shoot all electrical equipment; schedule other repairs and maintenance of equipment according to approved procedures.
11. Provide training and work direction to student aides and hourly assistants.

12. Maintain instructional area in a clean and orderly manner; ensure security of the facilities as assigned.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Basic knowledge of chemistry, physics, astronomy, geology, and geography.
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 computers and other equipment related to Physical Science.
Oral and written communications skills.
Principles and practices of work direction and training.
Record-keeping techniques.
Safety regulations involving the use of hazardous chemicals and electrical instruments.
Technical aspects of all areas of Physical Science.
Training in waste and organic chemicals.

Skills and Abilities:

Assist instructor in helping students understand and apply basic principles of Chemistry, Physics, Geology, Geography, and Astronomy.
Communicate effectively both orally and in writing.
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 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 Physical Science and satisfactory completion of sufficient specialized training in Physical Science 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.