

PERALTA COMMUNITY COLLEGE DISTRICT - November, 1997

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT/(Instructional Area)
(SEIU Local 1021 Salary Range 41)
Job Code: (Various)**

CLASS PURPOSE

Under general supervision, performs para-professional work to assist classroom instructors and other academic personnel in the performance of their duties in a specific subject area and in the supervision of students and instructional tasks. Perform related work as required.

(This is a multi-class specification with specific class designations. This multiple class differs from other classes that provide support to instructional programs by its emphasis on classroom assistance and the specific subject matter backgrounds needed to accomplish assigned duties. Instructional Assistant's duties shall not include assignment of grades to students. Instructional Assistants are assigned to a specific department or instructional program and minimum qualifications reflect the subject matter requirements.)

WORK SCHEDULE

Instructional Assistant position are often less than full-time with a work schedule of five days and less than 40 hours/week. Duties are normally performed 10, or 11 months in a year, but 12 month assignments are possible based on the college's requirements. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists classroom instructors in the performance of their duties in the supervision of students, and instructional tasks
- Assists in coordinating classes and developing instructional packages and works with students individually and in groups
- Assembles instructional materials according to prescribed guidelines
- Explains concepts, principles and terminology to students as needed
- Prepares and maintains demonstrations and experiments
- Instructs in procedures and use and upkeep of equipment
- Inventories, orders, develops stock, and distributes instructional materials
- Assists and works with individuals and small groups of students

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- Answers students' questions and clarifies instructional materials and assignments
- Confers with instructor on student progress, class procedures, and instructional methods
- Maintains student attendance and performance records
- Selects and assigns student assistants
- Cleans equipment and materials used
- Operates audio-visual equipment used in connection with area of student
- May assist with scoring test papers and special assignments
- May assist with correcting work sheets and checks work books for accuracy and completeness
- May assist instructors with writing and editing new lessons and/or exercises
- May perform a variety of clerical duties
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Successful completion of two years of college with emphasis in the subject matter area to which assigned and/or experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Subject matter of the field to which assigned, including detailed knowledge and understanding of the curriculum
 - Basic development process of instructional packages
 - Learning-teaching process procedures and elements and tutoring techniques
 - General instructional procedures and equipment
 - General needs and behavior of students
- Ability to:
 - Assist students in understanding and applying basic principles of subject field to which assigned
 - Assist with and conduct instructional activities, supervise students, and develop and explain work assignments
 - Recognize student progress and take effective measures to enhance continued achievement
 - Understand and carry out oral and written directions
 - Establish and maintain cooperative relationships with instructors, assistants, and students

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- Order, receive, and issue supplies, materials, and equipment
- Maintain records of supplies and equipment

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A