LABORATORY INSTRUCTIONAL ASSISTANT I/II

DEFINITION

Under general supervision, performs a variety of standard to difficult instructional program laboratory, individual tutoring and office administrative activities in support of instructors and/or an educational program; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Laboratory Instructional Assistant I is the entry level class of this instructional support series. Initially under supervision, incumbents learn about the College's instructional programs and procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Laboratory Instructional Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Laboratory Instructional Assistant II is the experienced level class of this series, competent to perform standard to difficult instructional support services in a wide variety of instructional areas. Incumbents in this class may be assigned duties in support of instructors in a laboratory or individual tutoring capacity or in support of an overall instructional program. General work guidelines are normally established by an instructor or educational administrator; however, day-to-day activities require the use of initiative and judgment in specific situations.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors' directions
- Develops and presents learning materials and instructional exercises to individuals and groups
- Tutors students individually and/or in small groups to reinforce class material
- Coordinates materials, equipment, facilities and supplies for classes and may conduct laboratories, workshops, orientations and meetings
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions
- Trains students and others in the use of specialized equipment, including computer hardware and software, or procedures and processes
- Prepares, administers and scores tests and examinations
- Answers students' questions and advises regarding class assignments
- Provides, assists in completing and processes various forms, certificates and other documents
- Maintains physical environment and condition of facility and its equipment
- Schedules students, tests, meetings and facilities
- Maintains student records
- Keeps other detailed records such as budget, financial and attendance records
- Maintains an inventory of and requisitions supplies and equipment
- Maintains the security of special, technical or hazardous supplies and equipment
- Operates standard office equipment and instructional media
EXAMPLES OF DUTIES (continued)

- Prepares periodic and special reports
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date
- Assists in the recruitment and selection of student assistants and for temporary-hourly employees
- Directs work of such staff and provides instruction in work procedures
- Performs related duties as required or assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Class Characteristics.

Knowledge of:

- Principles, theories, practices, methods and equipment of the assigned instructional program area
- Safety practices related to the assigned areas of responsibility
- Basic instructional methods and procedures above a high school level
- Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers
- Correct English usage, including punctuation, spelling
- Techniques for communicating with individuals of diverse academic, ethnic, socio-economic and cultural backgrounds
- Business mathematics

Skill in:

- Operating and training others in the use, equipment and procedures used in the assigned instructional program area
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and following oral and written instructions

Other Requirements:

- Specified positions may require possession of a valid California driver's license
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions require registration, licensure or certification related to the assigned instructional program area
QUALIFICATIONS (continued)

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Laboratory Instructional Assistant I: Equivalent to completion of two years of college with major coursework in an area which will provide the knowledge and skills in the instructional program area to which assigned and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned. Additional experience as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

Laboratory Instructional Assistant II: In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory tutorial setting at a level equivalent to the College's class of Laboratory Instructional Assistant I.

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