

TITLE	CLASSIFICATION	SALARY GRADE
INSTRUCTIONAL ASSISTANT, SENIOR	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, performs highly technical and specialized paraprofessional work to assist faculty and provide instructional assistance to students in specific subject areas which range from developmental education courses to transfer level courses; individualizes study strategies; demonstrates theoretical and/or practical knowledge of subject matter in a classroom or laboratory setting; may serve as lead worker to other classified staff in the area; and may perform related work as required.

SCOPE:

The Instructional Assistant, Senior has an in-depth knowledge in the instructional area to which assigned; responsibilities are discharged with expertise and autonomy.

DISTINGUISHING CHARACTERISTICS:

The Instructional Assistant, Senior is distinguished from the Instructional Assistant by the level of independence and initiative expected of incumbents. This classification may assist in the development or research of assignments, tests, and instructional units; this classification may ~~and~~ organize and complete special projects.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Demonstrates in-depth theoretical or practical subject matter expertise in a classroom or laboratory setting; researches background of subject matter and other literature to maintain current information.
2. Assists instructors in implementing classroom or laboratory assignments by explaining syllabus requirements, lesson plans and key concepts to students; organizes lesson plans and designs, develops, and delivers clarifying materials for presentation.
3. Confers with students regarding classroom or laboratory progress and test or essay scores; offers general study strategies to improve testing and writing skills; tutors students individually and in groups on problem areas related to instructional subject matter.
4. May administer and score quizzes.
5. Suggests materials that will complement the student's individual learning style to enable assimilation and comprehension of the subject.
6. May report on classroom or laboratory activities and/or student progress.
7. Assists students in understanding academic subjects and in thinking more critically.
8. Assists students with computer usage and other technology for accessing curriculum and/or performing coursework.
9. Recommends that students advocate for themselves by seeking counsel from instructors during office hours.
10. Refers students to appropriate on/off campus services and/or agencies to help them be successful.
11. Attends departmental and instructional meetings; organizes special events and completes special projects as assigned.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. May maintain laboratory assignments, and other documents in accurate filing system.
13. May order and maintain supplies.
14. May serve as a lead worker to other classified staff within the area or train and direct the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Assist a diverse range of students with a variety of learning needs in understanding curriculum subject matter; maintain records;; operate a current, standard computer; communicate effectively in English; establish and maintain effective public relations; follow and give oral and written communications; identify problems and recommend solutions; work independently with a minimum of supervision; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Specific subject matter in area to which assigned; learning modalities; materials, tools, and equipment to be used in the classroom or laboratory setting; standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree related to the subject area assigned. Bachelor's degree preferred.

Experience:

Previous experience tutoring, or other instructional support work in a related educational setting. Prior experience tutoring college-level students preferred.

LICENSE OR CERTIFICATE:

May be required to possess certain licenses or certificates (i.e., valid (Class C) California driver's license, CPR, First Aid certificates), or possess proof of training in areas relevant to subject matter to which assigned.

SPECIAL REQUIREMENTS:

May be required to use and demonstrate the use of technology and equipment depending upon area assigned.