

**TITLE: Instructional Support Specialist**

**CLASSIFICATION: Classified**

**SALARY GRADE: C07**

**SCOPE OF POSITION:**

Under general supervision, provides specialized paraprofessional assistance to faculty and instructional support to students in specific subject areas. Supports students with diverse learning needs in understanding curriculum subject matter.

**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. Provides academic support for students, including tutoring and mentoring students. Conducts independent research of various subject matters in order to support the instructional needs of students.
2. Consults with subject area faculty to gain an understanding of specific concepts, processes, and methods in assignments and course requirements. Supports students in being successful with classroom assignments by explaining syllabus requirements, lesson plans, and key concepts.
3. Confers with students regarding classroom or laboratory processes, and faculty feedback on tests, essays and assignments, or essay scores. Offers study strategies to improve testing and writing skills.
4. Tutors students with a variety of learning needs, individually and in groups, on challenging topics related to instructional subject matter.
5. Suggests materials and methods that will support students in developing their skills and complement student's individual learning style to enable acquisition and comprehension of the subject.
6. Refers students to appropriate resources, internally and externally; encourages students to be self-sufficient in advocating for their learning needs.
7. Assists students with use of computers, including learning management systems and other technology for accessing curriculum and/or performing coursework.
8. Provides training on tutoring techniques to other staff, faculty, and student peer tutors.
9. Assists department with administrative tasks, implementing curriculum and program development, tutoring materials development and outreach.
10. May train, supervise, and mentor student employees, and volunteers.
11. May direct the work of short-term, non-continuing (STNC) employees in the area.

**KNOWLEDGE OF:**

1. Subject matter in assigned area(s).
2. Learning modalities, including principles of universal design.

**TITLE: Instructional Support Specialist**

**KNOWLEDGE OF – Continued**

3. Materials, tools, and equipment used in a classroom or laboratory setting.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

**ABILITY TO:**

1. Support students in understanding curriculum subject matter.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

**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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree in area related to subject assigned or a closely related field of study required.

**EXPERIENCE:**

1+ year of related experience with tutoring or other instructional support, work in educational setting.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*