



JOB TITLE: IINSTRUCTIONAL ASSOCIATE

Classification: Classified
Salary Range: 26

Retirement Type: PERS*
Revised/Board Approved: July 17, 2017

BASIC FUNCTION:

Under the direction of an assigned Dean, provide instructional assistance in an instructional lab, classroom environment, or office setting; assist instructors and/or program staff. Perform assigned activities to ensure that the area is kept in an orderly, safe, and well-maintained manner.

REPRESENTATIVE DUTIES:

Assist students individually or in small groups, reinforcing or following up on instructions provided by the instructor.

Assist students in assignments related to the instructional programs within the Division; explain concepts, principles and terminologies to students.

Assist in the preparation of instructional materials; perform a variety of clerical support duties such as typing, filing, maintaining attendance, student information and progress data on appropriate forms and records and duplicating instructional materials.

Assist instructors, staff and students in the safe use of a variety of equipment, materials and supplies in an instructional lab setting.

Assist in the preparation of instructional materials as needed.

Communicate with faculty and the office concerning any technical problems that must be addressed that affect instruction.

Perform a variety of specialized and general lab techniques; operate a variety of instructional equipment.

Stay abreast of current technologies and update skills in a timely manner through professional development.

Maintain lab in a safe, clean and orderly condition; prepare and maintain records and reports including quarterly room inspections and safety and health reports.

Assist in the administration and scoring of tests and class assignments.

Assist faculty and staff with special conferences and events.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: An Associate's degree with major coursework in subject matter applicable to assignment; and at least two years' work experience directly related to the assigned specialty field or program preferably in an educational environment.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Correct English usage, grammar, spelling, punctuation and vocabulary.

Specific academic or vocational subject area to which assigned.

Basic math.

Instructional methods and techniques.

Record-keeping techniques.

Oral and written communication skills.

Operation of assigned instructional equipment.

Computer OS and application packages used by the Division as appropriate.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Abilities/Skills:

Operate current information systems software.

Communicate clearly and effectively, both orally and in writing.

Assist students in understanding and applying basic principles of the subject area to which assigned.

Assist students in the proper operation and use of assigned instructional equipment.

Explain work assignments to students.

Set up and perform laboratory experiments and demonstrations.

Operate specialized equipment pertinent to the assignment.

Observe health and safety regulations in assigned work areas.

Add, subtract, multiply and divide quickly and accurately.

Learn specific rules, policies and procedures of program to which assigned.

Establish and maintain cooperative and effective working relationships with others.

Use tact, discretion, courtesy and patience in dealing with students and sensitive or difficult situations.

Type at an acceptable rate of speed.

Take inventory and maintain records.

WORKING CONDITIONS:

Instructional lab setting

Extensive computer work

Long periods of standing and sitting

Lift and carry up to 25 lbs.

Move from one work area to another

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.