



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
INSTRUCTIONAL ASSISTANT, SENIOR	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under general supervision, perform highly technical and specialized paraprofessional preparatory work to assist faculty in the instruction of students; demonstrates theoretical or practical subject matter in a classroom or laboratory setting; may act as lead worker to other classified staff in the area; and 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 demonstrated expertise and authority.

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, and organize and complete special projects.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

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; organizes lesson plans and designs, develops, and delivers materials for presentation.
3. Confers with students regarding classroom or laboratory progress; tutors students individually and in groups on problem areas related to instructional subject matter.
4. Administers and scores tests; confers with instructors and students regarding student test scores.
5. Writes reports on classroom or laboratory activities and/or student progress.
6. May attend departmental and instructional meetings; organizes special events and completes special projects as assigned.
7. Maintains classroom or laboratory equipment; makes minor repairs and adjustments as necessary.
8. Maintains student records, classroom or laboratory assignments, and other documents in accurate filing system.
9. Orders and maintains supplies.
10. Performs administrative duties as required.
11. May serve as a lead worker to other classified staff within the area or direct the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; maintain accurate records; perform administrative work with accuracy and speed; operate a personal computer; communicate effectively in English; 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; materials, tools, and equipment to be used in the classroom or laboratory setting; basic computer software programs; skills in establishing and maintaining effective public relations.

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:

A community college degree related to the subject area assigned.

Experience:

One year experience tutoring, or other work in a related educational setting 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 tools and equipment depending upon area assigned.