

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **SENIOR INSTRUCTIONAL ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, oversee, coordinate, and participate in the work of staff providing instruction-related assistance to students and faculty to ensure effective and efficient teaching/learning in the area of assignment; provide tutorial assistance to students in a classroom or laboratory setting; and perform a variety of other duties as needed to provide technical and teaching assistance to support instructional program laboratory activities.

Positions in classes within the Instructional Assistant Class Series may be assigned a variety of assignments from those duties listed within the REPRESENTATIVE DUTIES section or a combination of those and other related work functions. Even though the same general level of difficulty and responsibility is found within each position in each class in the series, positions in different classes within the series are not interchangeable and each class has its own particular qualification requirements even though they are derived from a general minimum qualifications section. Each class within the class series is a separate and distinct classification as defined in Section 88001 of the Education Code of the State of California.

### **DISTINGUISHING CHARACTERISTICS**

Positions at this level are assigned to a large instructional support center that is staffed with a number of positions at the Instructional Assistant level and requires a position to assume the more responsible day-to-day functions of coordinating services within the center and providing lead direction to assigned staff. Working under general supervision, oversees and coordinates the day-to-day operations of an assigned instructional support center, program, or function including to oversee and coordinate the activities of assigned staff, assist management staff, faculty, and other staff in providing services within assigned program or function, and perform the full range of paraprofessional Instructional Assistant duties in support of the assigned instructional program.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate and plan the daily activities and operations of the assigned center, program, or function, exercising professional judgment in the organization of activities.
2. Lead, plan, train, and review the work of assigned staff and student workers; coordinate the activities and services of assigned programs through assigned staff; schedule assigned staff including student employees.
3. Coordinate activities related to employee training; train assigned employees in their areas of work including appropriate methods, procedures, and techniques; evaluate assigned employees including tutors and student employees; identify staff development needs and opportunities.
4. Coordinate student assistant hiring processes; complete necessary documents; maintain records.

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5. Coordinate the activities and events related to student support; assist students in identifying appropriate assistance for success in the program; utilize knowledge of college policies and procedures to make appropriate referrals to counselors and/or other campus resources.
6. Serve as liaison between department or program staff and faculty and administrative offices.
7. Provide technical support and advice on the preparation of research materials and reports; maintain records of usage and student demographics; collect and record data from students and instructors regarding services offered; collect data regarding student retention/student success in the assigned program.
8. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget item; monitor and control expenditures.
9. Perform the full range of Instructional Assistant duties; tutor students on materials covered in the assigned courses using program materials and supplemental materials when needed; correct and record tests; review tests and quizzes with students, tutoring concepts as needed; maintain records.
10. Assist in the design, implementation and maintenance of internal laboratory procedures and programs; coordinate with faculty to provide orientations to classes; conduct class orientations and explain rules, guidelines, and procedures within assigned area.
11. Assist students in use of assigned equipment and materials; provide students and other users with answers to questions relating to assigned equipment and materials.
12. Maintain a clean and safe learning environment; clean floors, table tops, desks and furniture; perform routine and minor repairs on equipment; maintain, clean, and test assigned equipment as appropriate and necessary.
13. Assist instructors in developing instructional materials; prepare study sheets, visual instructional aides, and sample exercises and exams; may assist in grading exams and maintaining related records.
14. Assist with special projects as assigned.
15. Oversee and participate in the ordering and maintenance of supplies, materials and equipment; acquire and maintain an inventory of materials for instructional programs; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
16. As assigned, oversee assigned programs; coordinate students enrolling in program; coordinate with Admissions and Records to oversee enrollments; track student attendance and contact students as necessary; prepare and oversee appointment book for instructors; assist in training new instructors; update and order program materials; maintain records.
17. As assigned, oversee assigned outreach activities; coordinate with faculty to provide orientations to classes; provide on-site and off-site orientations; publicize services to the college community; serve as liaison to college community.
18. As assigned, serve as liaison to Admissions and Records for all prerequisite challenges, placement problems, course equivalency evaluations, and scheduling questions; process prerequisite challenges once outcome has been determined; notify student, Admissions and Records, and when necessary, enter the appropriate override code in to the computer system to enable the student to register for the appropriate course.
19. As assigned, schedule existing adjunct faculty; keep track of faculty assignments; serve as contact person for adjunct faculty including to serve as liaison between adjunct faculty and the coordination team.

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20. As assigned, contact publishers to request desk copies and supplemental materials for assigned courses; notify instructors regarding books/handbooks that have been adopted by the department for specific courses; distribute desk copies to appropriate faculty.
21. As assigned, participate in scheduling meetings to determine course offerings; review assigned section of the college schedule for conflicts and appropriate course offerings and accompanying information; serve as contact person with Scheduling Technician.
22. As assigned, participate in the development and updating of handbooks, presenting materials, and record keeping procedures for assigned courses for all faculty and staff working in the assigned department or program.
23. As assigned, design and prepare panel ads for the college schedule; prepare and distribute posters advertising specialty classes; prepare group mailings to target groups for special course offerings.
24. As assigned, assist in the preparation of materials for monthly staff meetings; record minutes of meetings.
25. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of the center, program, or function to which assigned.
2. Principles of lead supervision and training.
3. Advanced theories and applications of the assigned subject matter.
4. Materials and equipment used in the area of assignment.
5. Advanced principles, methods and procedures of instructing and providing learning opportunities to students.
6. Advanced methods and techniques of tutoring.
7. College and departmental policies and procedures.
8. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds of community college students.
9. Interpersonal skills using tact, patience, and courtesy.
10. Written and oral communication skills.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. Principles and procedures of record keeping and filing.
13. Basic principles and practices of budget preparation and administration.
14. Occupational hazards and standard safety practices.
15. Inventory and purchasing processes and procedures.
16. English usage, spelling, grammar, and punctuation.

**Ability to:**

1. Provide lead supervision and training to assigned staff including student employees.
2. Oversee the day-to-day management of assigned center, program, or functional area to which assigned.
3. Perform duties at an advanced skill level with a considerable degree of independence.
4. Analyze situations, evaluate solutions, and make creative recommendations.

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5. Exercise sound judgment within policy and procedural guidelines.
6. Organize work, set priorities, and direct the work of others.
7. Perform the full range of paraprofessional instructional assistant duties.
8. Assess student needs and provide appropriate instructional assistance and support functions within a variety of areas.
9. Interpret assignments, instructions, rules and policies to students with various learning styles.
10. Monitor student progress, identify problem areas and recommend effective course of action.
11. Relate positively to students in a teaching/learning environment and recognize the difficulties students may have in comprehending the subject matter.
12. Listen actively and effectively, identify and solve problems, facilitate learning for students, and build student confidence in assigned subject matter.
13. Meet deadlines and work effectively in a demanding work environment.
14. Use the materials used in the assigned center, program, or function.
15. Compile data from a variety of sources.
16. Relate effectively to people of varied backgrounds.
17. Enter, modify, and retrieve data using a computer at a speed necessary for successful job performance.
18. Interpret and apply department policies, procedures, rules and regulations.
19. Ensure adherence to safe work practices and procedures.
20. Participate in budget preparation and administration.
21. Maintain an adequate inventory of materials for instructional programs.
22. Prepare and maintain accurate records and files.
23. Operate a variety of office equipment including computers and supporting word processing and spreadsheet applications.
24. Understand and follow oral and written instructions.
25. Work independently and collaboratively.
26. Communicate clearly and concisely, both orally and in writing.
27. Establish and maintain effective working relationships with those contacted in the course of work.
28. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by two years of college level course work in the specified discipline.

**Experience:**

Four years of increasingly responsible experience working with materials and/or equipment in assigned instructional field.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom or laboratory setting with extensive student exposure.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/25/02; 12/10/02;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional