INSTRUCTIONAL SUPPORT ASSISTANT I

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.

DEFINITION

Provide responsible assistance in the routine preparation of materials for instructors in an assigned academic department including setting up demonstrations and materials for classroom lectures; provide assistance to and tutor students in an assigned academic computer laboratory.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Instructional Support Assistant II by the performance of the more routine tasks and duties assigned to positions within the series including correcting assignments, scoring tests and maintaining instructor grade books. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned instructor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide responsible assistance in the routine preparation of materials for an instructor including setting up demonstrations, materials and equipment for classroom lectures and creating and distributing hand outs.

2. Provide tutoring assistance to students in a variety of subjects; interpret and explain detailed instructions.

3. Review student notebooks and homework assignments for work completed; monitor student progress and confer with instructors as needed.

4. Administer oral and written tests to students; create test keys for correction purposes; run tests through scan tron machines; correct and record test results in grade books and on rosters.
5. Respond to various questions and inquiries from students regarding grades and grading procedures; refer students to instructor regarding complex questions.

6. Provide assistance to students in educational computer laboratories; instruct students in the operation of various computer equipment; distribute audio, visual and computerized learning materials.

7. Perform a variety of clerical tasks supporting the assigned instructor; take roll and keep student attendance records; duplicate materials and assemble notebooks and handouts; return test results and reports to students.

8. Receive and catalog new teaching materials; clean carrels and arrange equipment and furniture to maintain a safe and clean learning environment.

**Marginal Functions:**

1. Make minor repairs to laboratory equipment.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic instructional and tutorial techniques.
Principles and applications of assigned academic subject matter.
Basic operations of a computer laboratory.
Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Provide responsible assistance in the routine preparation of materials for an instructor.
Provide assistance to and tutor students in an assigned academic subject.
Monitor student progress and confer with instructors as needed.
Administer, correct and record test results.
Provide assistance to students in educational computer laboratories.
Perform a variety of clerical functions in support of the assigned instructor.
Maintain accurate and complete student academic records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of experience in providing instructional or tutorial assistance to students is desirable.

**Training:**

Equivalent to an Associates degree from an accredited college or university with major course work in education or a related field.

WORKING CONDITIONS

**Environmental Conditions:**

Classroom or computer laboratory environment; exposure to computer screens; extensive contact with students and faculty.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for scoring tests, recording grades and reading computer screens.