INSTRUCTIONAL SUPPORT ASSISTANT II

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

To assist the assigned instructor in the provision of materials, supplies, equipment and related technical, logistical or mechanical support within an assigned academic subject; to provide assistance to and tutor students in an assigned academic subject; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Employees within this class are distinguished from the Instructional Support Assistant I by the performance of the full range of duties as assigned including the provision of materials, supplies, equipment and related technical, logistical or mechanical support within an assigned academic subject. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Instructional Support Assistant III in that the latter provides instructional support and student assistance in the operation of various power tools or computer equipment, or serves as a lead worker in assigning work to lower level instructional support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an 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. Oversee the operation of an assigned laboratory to maintain a facility of higher learning and to ensure a safe work environment.

2. Assist the assigned instructor in the provision of materials, supplies, equipment and related technical, logistical or mechanical support within an assigned academic subject.

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

4. Provide assistance to and tutor students in either foreign languages, reading, theater operations, arts and humanities or radio and television communications.
5. Review student work assignments for work completed; monitor student progress and confer with instructors as needed.

6. Administer oral, written, typing and production tests and quizzes to students; create test keys for correction purposes; run tests through scan tron machines; correct, evaluate and record test results; forward results to instructor.

7. Provide assistance to students and staff in the operation of assigned laboratory equipment; provide printed procedures and operations manuals for troubleshooting.

8. Instruct students in the safe construction of theatrical scenery and stage properties; ensure scenery is built and used in a safe manner.

9. Mentor students in design and rigging techniques and the operation of a computer controlled lighting system.

10. Instruct students on video production procedures and use of assigned equipment; repair, clean and adjust video and audio equipment.

11. Check out tape library materials to students; maintain records of needed equipment repair and student use of equipment.

12. Perform a variety of clerical tasks supporting the assigned instructor; take roll and keep student attendance records; duplicate materials and assemble notebooks and handouts; maintain accurate and confidential academic files.

13. Respond to various questions and inquiries from students regarding grades and grading procedures; refer students to instructor regarding complex questions.

**Marginal Functions:**

1. Attend and participate in various staff and faculty meetings as required.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Instructional and tutorial techniques.
- Principles and applications of assigned academic subject matter.
- Methods and techniques of theatrical design.
- Principles and procedures of video production.
- Modern office procedures, methods and equipment including computers and associated software.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local codes, laws and regulations.
PALOMAR COMMUNITY COLLEGE DISTRICT
Instructional Support Assistant II (Continued)

**Ability to:**

- Assist the assigned instructor in the provision of materials, supplies and related technical, logistical or mechanical support.
- Provide assistance to and tutor students in an assigned academic subject.
- Monitor student progress and confer with instructors as needed.
- Instruct students in the safe construction of theatrical scenery.
- Instruct students on video production procedures.
- Maintain accurate and complete student academic records.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- 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:**

Four years of experience in providing instructional or tutorial assistance to students.

**Training:**

Equivalent to an Associates degree from an accredited college or university with major course work in education, assigned academic area of responsibility 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 reading computer screens.