PALOMAR COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL SUPPORT ASSISTANT III

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 provide instructional support and student assistance in a highly technical or complex academic subject area; to assist in preparing for laboratory experiments and lectures including operation and maintenance of equipment; to serve as a lead worker in the assigned lab; and to operate power tools such as metal bandsaws, table saws, wood lathes and metal sanders in the performance of assigned functions.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the operation of various power tools or computer equipment, or serving as a lead worker, assigning work to lower level instructional support staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned instructor.

Exercises functional and technical supervision over laboratory assistants.

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 instructional support and student assistance in a highly technical or complex academic subject area; assist in preparing for laboratory experiments and lectures including operation and maintenance of a variety of power tools and provision of training in equipment repair and maintenance.

2. Assist in the development, design and modification of new experiments and laboratory exercises; perform tests to check accuracy and reliability; prepare cost estimates for proposed exercises including needed supplies and equipment.
3. Instruct students in art studio laboratories; train students in the use of power and hand tools including power saws, band saws, belt sanders, electric and gas kilns and various other tools and equipment.

4. Instruct and demonstrate to students the proper use and methods of mixing paints, stains and plaster.

5. Advise students of acceptable methods and materials used to assemble and fabricate art projects.

6. Instruct students in the use of various software applications; troubleshoot computer equipment, network, software and hardware problems.

7. Maintain and inventory laboratory supplies and equipment; order, receive and stock materials; maintain and update accurate records of supplies and equipment maintenance.

8. Participate in the analysis, selection and installation of new software for educational computer laboratories; order needed supplies, equipment and material for assigned academic area.

9. Participate in the selection and scheduling of short term and student aides for assigned laboratory; train staff on laboratory procedures and operations; assign work to staff as appropriate.

10. 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.
Operations of a computer laboratory.
Principles and applications of assigned academic subject matter.
Operations, materials and equipment used in an art laboratory.
Principles and procedures used to set up for and perform various art laboratory exercises.
Safe use of various power and hand tools.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.
Pertinent Federal, State and local codes, laws and regulations.
Ability to:

Provide instructional support and student assistance in a highly technical or complex academic subject area.
Instruct students in art studio laboratories and in the use of assigned power tools and equipment.
Supervise the operation of art laboratory.
Set up and prepare for various laboratory exercises and lectures.
Instruct students and laboratory staff in various laboratory operations and safety procedures.
Provide assistance to students in educational computer laboratories.
Instruct students in the use of various software applications.
Maintain and inventory laboratory supplies and equipment.
Operate a variety of equipment and machinery used in the art laboratory in a safe and effective manner.
Operate office equipment including computers and supporting software 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:**

Three years of increasingly responsible experience providing tutorial or instructional assistance to students within the assigned academic subject area.

**Training:**

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

WORKING CONDITIONS

**Environmental Conditions:**

Classroom or laboratory environment; exposure to potentially hazardous chemicals; 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; the ability to distinguish color; operating a variety of power tools and motorized equipment.