PALOMAR COMMUNITY COLLEGE DISTRICT

TITLE III/STEM INSTRUCTIONAL SUPPORT ASSISTANT I –
MATHEMATICS LEARNING CENTER

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 the Mathematics Learning Center including setting up demonstrations and materials for self-taught classes; provide assistance to and tutor students in math at the Mathematics Learning Center or other tutoring centers as assigned.

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. This class is distinguished from the Instructional Support Assistant I class by its special funding through the Title III/Science, Technology, Engineering, and Mathematics (STEM) grant.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Mathematics Learning Center Director.

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 the Mathematics Learning Center Director including setting up demonstrations, materials and equipment for self-taught classes and creating and distributing handouts.

2. Provide tutoring assistance to mathematics students in all levels of mathematics courses offered at Palomar College and its current and future educational centers; interpret and explain detailed instructions.

3. Review self-taught students’ work including computer assignments and homework assignments; monitor student progress and confer with the Mathematics Learning Center Director and students as needed regarding student progress.

4. Administer oral and written tests to students; create test keys for correction purposes; run tests through scantron 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 the Mathematics Learning Center Director regarding complex questions.

6. Provide assistance to students in the Mathematics Learning Center or other assigned tutoring centers; instruct students in the operation of various Mathematics Learning Center software and equipment; distribute audio, visual and computerized learning materials.

7. Perform a variety of clerical tasks supporting the Mathematics Learning Center Director; take roll and keep student attendance records; duplicate materials and assemble notebooks, computerized instruction materials, and handouts; return test results and reports to students.

8. Receive and catalog new teaching materials; clean the Mathematics Learning Center 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 mathematics.
Basic operations of a mathematics learning center.
Modern office procedures, methods and equipment including computers.
Principles and procedures of recordkeeping.
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 mathematics.
Monitor student progress and confer with instructors as needed.
Administer, correct and record test results.
Provide assistance to students in a mathematics learning center.
Perform a variety of clerical functions in support of an 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:
At least one year of experience in providing instructional or tutorial assistance in mathematics to students is desirable.

Training:
Equivalent to an Associates degree from an accredited college or university with major coursework in mathematics or a STEM-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.

TERMS OF EMPLOYMENT
All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.