

**PERALTA COMMUNITY COLLEGE DISTRICT - September 28, 2007**

**CLASSIFIED JOB DESCRIPTION**

**INSTRUCTIONAL ASSISTANT/ART  
(SEIU Local 1021 Salary Range 041)  
Job Code: 197**

**CLASS PURPOSE**

Under general supervision, performs paraprofessional work to assist classroom instructors and other academic personnel in the performance of their duties in the Art department, and in the guidance and monitoring of students and instructional tasks.

**WORK SCHEDULE**

Instructional Assistant position are often less than full-time with a work schedule of five days and less than 40 hours/week. Duties are normally performed 10, or 11 months in a year, but 12 month assignments are possible based on the college's requirements. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists classroom instructors in loading and firing kilns.
- Assembles instructional materials and supplies according to prescribed guidelines.
- Demonstrates techniques and safety standards of ceramics and kilns to students as needed.
- Inventories, orders, develops, stocks, and distributes instructional materials and supplies.
- Assists and works with individuals and small groups of students with ceramics projects, glazing, and kilns.
- Answers students' questions and clarifies safety regulations and best practices for the operation and use of the kilns.
- Selects and assign student assistants.
- Prepares purchase requisitions for supplies and equipment needed by the ceramics department; receives, inventories and stores supplies and equipment.
- Performs other related duties as assigned.

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## **MINIMUM QUALIFICATIONS**

1. Successful completion of two (2) years of college with emphasis in Arts; or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge, skills and ability to perform the duties of the position.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

- Knowledge and proficiency in the safety, operation, and use of various types of kilns.
- A year of college-level ceramics is highly preferred.
- Knowledge of general instructional procedures and equipment.
- Loading and firing experience using multiple kilns for a high volume of student work.
- Knowledge of ceramics techniques, materials, processes, and best practices.
- Ability to establish cooperative working relationships with instructors, tutors and students.
- Ability to assist students in understanding and applying ceramics skills.
- Ability to work with students of varying abilities and backgrounds.
- Energetic and self-motivated. Possess excellent interpersonal communication skills.
- Possess good organizational skills.
- Ability to operate effectively in an environment of change.
- Ability to understand and carry out oral and written directions.

## **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

## **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace

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- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A