

PERALTA COMMUNITY COLLEGE DISTRICT - July 6, 2007

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT/ENGLISH
(SEIU Local 1021 Salary Range 041)
Job Code: 200**

CLASS PURPOSE

Under general supervision, the Instructional Assistant performs paraprofessional work in a classroom setting, to assist English instructors and other academic personnel in the performance of their duties.

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 the performance of their duties in the supervision of students, and instructional tasks.
- Assists classroom instructors in developing instructional materials.
- Assembles instructional materials according to prescribed guidelines.
- Explains concepts, principles and terminology to students as needed.
- Inventories, orders, develops, stocks, and distributes instructional materials and assignments.
- Assists and works with individuals and small groups of students with English from developmental reading and writing through college level composition.
- Answers students' questions and clarifies instructional materials and assignments.
- Confers with instructors on student progress, class procedures, and instructional methods.
- Selects and assign student assistants.
- Maintains student records in conformance with rules and regulations of the college.
- Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS

1. Successful completion of two (2) years of college with emphasis in English; 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. (Must submit a copy of college transcripts with application.)
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

- Bachelor's Degree in English from an accredited college or university.
- Strong oral and written communication skills.
- Knowledge of:
 - techniques of working with students with various learning styles
 - English including detailed knowledge and understanding of the curriculum
 - basic development process of instructional packages
 - learning-teaching process, procedures and elements
 - general instructional procedures and equipment
 - general needs and behavior of students
- Ability to:
 - assist students in understanding and applying basic principles of subject field to which assigned
 - assist with and conduct instructional activities, supervise students, and develop and explain work assignments
 - recognize student progress and take effective measures to enhance continued achievement
 - understand and carry out oral and written directions
 - establish and maintain cooperative relationships with instructors, assistants, and students
 - order, receive, and issue supplies, materials, and equipment
 - maintain records of supplies and equipment
 - learn rapidly a variety of rules and procedures relating the assigned area of responsibility.
 - work as a member of the team.

ENVIRONMENTAL DEMANDS

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

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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
- 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