

PERALTA COMMUNITY COLLEGE DISTRICT - November, 1997

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT/MATHEMATICS
(SEIU Local 1021 Salary Range 41)
Job Code: 220**

CLASS PURPOSE

Under general supervision of the designated Dean, performs paraprofessional work to assist classroom instructors and other academic personnel in the performance of their duties in the Mathematics area, and in the supervision 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 instructors in the enrollment and orientation of students in the Math Lab.
- Assists instructors in coordinating class materials; assembles and distributes instructional packages in accordance with established guidelines; issues materials and equipment for student use in the Math Lab; assists in the operation of instructional media.
- Explains mathematical concepts, principles and terminology to students as needed; assists instructors by scoring exams; maintains records of exams; assists and works with individuals and small groups of students; answers students' questions and clarifies instructional materials and assignments; assists the department chair in hiring, scheduling and training student assistants.
- Prepares purchase requisitions for supplies and equipment needed by the department; receives, inventories and stores supplies and equipment.
- Performs a variety of clerical duties such as maintaining attendance and performance records.
- Operates personal computers utilizing computer-assisted instruction, word processing, spreadsheet programs, the internet and e-mail.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Successful completion of two (2) years of college with emphasis in mathematics; 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. Knowledge and proficiency in the operation and use of personal computers utilizing word processing and spreadsheet software programs.
3. 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

- A year of college-level calculus is highly preferred.
- Knowledge of general instructional procedures and equipment.
- Tutoring experience.
- Knowledge of differential equations, linear algebra and statistics.
- Ability to establish cooperative working relationships with instructors, tutors and students.
- Ability to assist students in understanding and applying basic mathematical concepts.
- 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

Job Description: Instructional Assistant/Mathematics

- 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: October 4, 2012