

INSTRUCTIONAL ASSISTANT

Art

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Performs technical duties required for the safe and efficient operation of the ceramic, metal technology, and sculpture labs; maintains inventory of supplies, tools and chemicals; loads, and fires kilns; and assists students in the proper and safe operation of all lab equipment. Assists certificated staff in preparing programs and materials; assists faculty members or staff with laboratory or field research, and with student conferences. Performs community outreach services with area high schools; organizes and maintains storage areas for maximum security; and directs multimedia presentations by the Art Department for high school recruitment. Assists in the operation of the Art Resource Room, including overseeing the transfer and art reference libraries; assists students with photographic documentation for portfolio and gallery classes; assists in maintaining a collection of resource materials; and assists in developing training including syllabi and visual aids. Uses a computer for word processing, spreadsheet and database applications; records and files test results in accordance with specific instructions; and participates in the operation of three dimensional laboratories, gallery, and portfolio classes. Catalogs, files, photographs, and labels materials for the slide library; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional or work experience related to two-or-three- dimensional art laboratories, gallery and portfolio art classes. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Art or 60 semester units (90 quarter units) with 18 units in art courses.

SPECIAL REQUIREMENT

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their

operations, and interrelationships including arithmetic, algebra, and their applications. Knowledge of art history; maintenance of a slide library; photographic documentation of art work; and chemicals for photography work. Knowledge of mechanical devices commonly used in laboratory classes, such as carpentry tools, power tools, potter's wheels, kilns, and glaze chemicals. Knowledge of computer applications used for documentation, gallery publications and multimedia presentations. Knowledge of basic record keeping procedures; and safety rules and procedures applicable to art laboratories.

SKILL IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; reorganizing the information to get a better approach to problems or tasks; using mathematics to solve problems; and evaluating the likely success of an idea in relation to the demands of the situation. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to operate equipment and tools used in three-dimensional art labs; work with students having cultural and academic diversity; and recognize potential safety hazards and to correct them. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications. The ability to use a personal computer; and to maintain the Resource Room with minimal supervision.

PHYSICAL AND ENVIRONMENTAL FACTORS

The ability to lift 40 lb. loads into kilns with careful attention to balance and placement of such loads; and to fire kilns.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Personal computer, equipment and tools used in three-dimensional art labs such as carpentry tools, power tools, jewelry torches, photo equipment, mechanical and manual potter's wheels, electric and gas fired kilns, and glaze chemicals.