

INSTRUCTIONAL ASSISTANT

Biology

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

Prepares demonstrations; proctors exams; records and files test results in accordance with specific instructions. Assists students in achieving workable levels of familiarity with laboratory equipment such as, computers, microscopes and other biological laboratory equipment. Assists faculty member or staff with laboratory or field research; assists in developing training materials; assists in setting up practical exams and visual aids; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of directly related experience in educational or commercial biological laboratories. NOTE: Additional education may be substituted for the required experience on a year-for-year basis. (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 Biology or 60 semester units (90 quarter) with 15 units in biology courses.

KNOWLEDGE OF

Knowledge of subject matter in freshman and sophomore college level biology courses. Knowledge of tutoring techniques and the use of biological instructional material. Knowledge of laboratory safety protocols. Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching 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, geometry, and their applications. Knowledge of administrative and clerical procedures and systems; word processing; filing and records management systems, forms design principles, audiovisual equipment, and other office procedures and terminology. Knowledge of biological laboratory equipment and procedures.

SKILLS IN

Skill in tutoring others and working in a multi-lingual environment. 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; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; 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 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 audiovisual equipment; and work with students having cultural and academic diversity. The ability to tutor students in biological studies; prepare and present laboratory demonstrations and practical exams; maintain student records; assist with monitoring and maintaining a safe laboratory environment; and the ability to operate office equipment including computers, supporting word processing, spreadsheet and database applications.

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

Biological laboratory and audiovisual equipment.