

## **INSTRUCTIONAL ASSISTANT – Campus Computer Laboratory**

### Series Specification

Instructional Assistant – Campus Computer Laboratory  
Lead Instructional Assistant–Campus Computer Laboratory

### **DEFINITION**

This series describes two classes that have the primary responsibility for working with students individually and in groups in campus computer labs, classrooms and online for the improvement of academic knowledge and technical skill, and does related work as required.

### **TYPICAL DUTIES**

**Both Levels:** Assists in training students and student workers, in both on-ground and online learning environments in the use of computer equipment, which may include assistive equipment, software applications, and appropriate learning methods and procedures; creates user logins, accounts, and documents for computer lab use; oversees and manages the orderly operation, maintenance and availability of computer facilities, computers, and peripheral equipment. Documents computer user problems; orders computer hardware and software; and performs troubleshooting and minor maintenance on equipment and software. Assists instructor by tutoring students individually and in groups in concept understanding and skills acquisition; proctors exams; and assists in resolving student conflicts. Assists in screening, hiring, and training, scheduling, assigning tutors and overseeing student aids/tutors (temporary IAs); maintains student contact hours, student records, completes related pay forms, and tracks budget impacts. Works with faculty and staff on solutions for students needing assistance. Assists in developing training materials, including syllabi and visual aids; and assists faculty members with computer templates for student scores. Assembles instructional materials according to instructor's guidelines; administers skill and knowledge tests; records and files test results in accordance with specific instructions. May need to demonstrate for teachers, counselors, and other staff on how to use adaptive equipment. Clarifies instructors' assignments; confers with instructors on students' progress, class procedures and instructional methods on a regular basis. Assists faculty member or staff with laboratory or field research; keeps current on equipment, including adaptive equipment, using a variety of media including the Internet, E-mail, catalogues, attending seminars and training. Maintains records and files of instructional materials and equipment; maintains student attendance records. Takes responsibility for and monitors the day to day security of the facilities, including building access and emergency situations. Assists in maintaining a collection of resource materials; and performs related duties as required.

**Lead Instructional Assistant – Campus Computer Laboratory:** Acts as the lead for three or more regular Instructional Assistants.

### **ALLOCATION FACTORS**

The amount of supervision exercised and received; the number of regular Instructional Assistants and student workers/tutors assigned; the complexity and scope of work performed; and the scope, level, and range of impact of decisions made.

### **LEVEL DESCRIPTIONS**

**Instructional Assistant – Campus Computer Laboratory:** Under general supervision of the assigned manager/supervisor, assists certificated staff by working with students individually or in groups in the improvement of academic knowledge and technical skill.

**Lead Instructional Assistant – Campus Computer Laboratory:** An experienced Instructional Assistant who, with minimal supervision of the assigned manager/supervisor, assists certificated staff by working with students individually or in groups in the improvement of academic knowledge and technical skill; trains and oversees the work of three or more regular Instructional Assistants; trains and oversees student workers/tutors and/or temporary Instructional Assistants.

## **QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

#### Promotional

#### General

### **Instructional Assistant – Campus Computer Laboratory**

None.

One year of experience working with microcomputer hardware and standard software application packages. (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.)

-plus-

Completion of an Associate's Degree in Computer Information Science or 60 semester units (90 quarter units) with 20 units in computer science courses.

### **Lead Instructional Assistant – Campus Computer Laboratory**

One year of experience as an Instructional Assistant – Campus Computer Laboratory with the Los Rios Community College District. (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.)

Two years of experience as an Instructional Assistant – Campus Computer Laboratory or similar position with related duties. Additional education may be substituted for up to one year of the required experience. (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

-plus-  
Completion of a Bachelor's Degree in Computer Information Science or related area, or an Associate's Degree in Computer Information Science or 60 semester units (90 quarter units) with 20 units in computer science courses, plus two additional years of qualifying experience.

purposes of meeting the experience requirement.)  
-plus-  
Completion of a Bachelor's Degree in Computer Information Science or related area, or an Associate's Degree in Computer Information Science or 60 semester units (90 quarter units) with 20 units in computer science courses, plus two additional years of qualifying experience.

### **SPECIAL REQUIREMENT**

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

### **KNOWLEDGE OF**

**Both Levels:** Knowledge of computer system principles and programming; microcomputer and computer hardware, system configuration and common software applications such as word processing, operating systems, telecommunications, graphics, desktop/electronic publishing, spreadsheets, databases, and computer assisted instruction. Knowledge of instructional methods, tutoring and training techniques including curriculum design, principles, learning theory, group and individual teaching techniques, and design of individual development plans. 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 and its applications; and administrative, clerical, basic record keeping systems and resources maintenance.. Knowledge of student with special needs. Knowledge of online instructional delivery methods and software such as Blackboard, WebCT and Moodle. Knowledge of onground and online teaching techniques and training materials. Knowledge of security and emergency systems and procedures.

**Lead Instructional Assistant – Campus Computer Laboratory:** Knowledge of basic principles of leadership, supervision and training.

### **SKILL IN**

**Both Levels:** Skill in training others how to complete tasks; using multiple approaches when learning or tutoring new things; in evaluating the likely success of an idea in relation to the demands of the situation; 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; adjusting actions in relation to others' actions; and assessing how well one is doing when learning or doing something. Skill in working with new material or information to grasp its implications; using logic and analysis to identify the strengths and weaknesses of different approaches; finding and identifying essential information, and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; 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 communicating effectively with others orally and in writing, and online as indicated by the needs of the audience; and managing one's own time and the time of others. Skill in understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment, multi-cultural environment.

**Lead Instructional Assistant – Campus Computer Laboratory:** Skill in leading the work of others.

#### **ABILITY TO (ESSENTIAL FUNCTIONS)**

**Both Levels:** 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 tutor and assist students in the operation of computer and assistive technology, microcomputers and with several commonly used applications software packages such as word processing, spreadsheet, database, operating system, graphics, and desktop publishing, in onground and online learning environments. The ability to install software and to service and maintain computer equipment. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications. The ability to work with students having cultural and academic diversity; work in a multi-lingual environment; and work independently with minimal supervision. The ability to prepare concise and complete reports; monitor and observe student progress; and give clear and precise directions.

**Lead Instructional Assistant – Campus Computer Laboratory:** The ability to perform the advanced functions (Lead Instructional Assistant) of the position and to lead the work of others.

#### **PHYSICAL AND ENVIRONMENTAL FACTORS**

Move or lift computers and related equipment, install hardware and software, and service and maintain equipment.

#### **TYPICAL EQUIPMENT USE (May include, but not limited to)**

Computer and peripheral equipment, printer, copier, fax, typewriter, presentation equipment, scanner, overhead projector, TV/VCR and pager.