

INSTRUCTIONAL ASSISTANT - English as a Second Language

Series Specification

Instructional Assistant - English as a Second Language

Lead Instructional Assistant - English as a Second Language

DEFINITION

This series describes two classes that, under general supervision of the assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and do related work as required.

TYPICAL DUTIES

Both Levels: Assists English as a Second Language (ESL) or foreign language instructors by tutoring students individually and in groups in language concepts and skills acquisition in English as a Second Language or other courses; and oversees student workers as needed, including scheduling and assigning tutors. Builds rapport with students learning a second language; trains students and student tutors in appropriate learning methods and procedures, as defined by instructors. Maintains student lab attendance records; assembles, develops and maintains records and files of instructional material and equipment according to faculty guidelines; clarifies instruction assignments; and confers with instructors on student progress, class procedures and instructional methods. Records and files test results in accordance with specific instructions; and proctors examinations. Enters data into computers and servers; sets up and digitizes audio-visual programs and loads them onto the server; and trains students and student tutors in the use of instructional equipment, especially in the use of high end multi-media computers including loading software, maintaining application files on the server, and maintaining student desktops and program. Sets up and operates audio-visual, VCR and cassette player equipment. Assists faculty member or staff with student conferences and laboratory research; assists in maintaining a collection of resource materials; compiles appropriate end of semester statistics and generates reports; and performs related duties as required.

Lead Instructional Assistant - English as a Second Language: 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 - English as a Second Language: Under general supervision of the assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill; trains and oversees student workers/tutors and/or temporary Instructional Assistants.

Lead Instructional Assistant - English as a Second Language: An experienced Instructional Assistant who, with minimal supervision of the assigned manager/supervisor, assists faculty 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.

QUALIFICATIONS

EXPERIENCE AND EDUCATION

Promotional

General

Instructional Assistant – English as a Second Language

None.

One year of tutoring, instructional or work experience related to students of English as a Second Language or a foreign language. One additional year of qualifying education may be substituted for up to one year of 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 purposes of meeting the experience requirement.)

-plus-

Completion of an Associate’s Degree in English, English as a Second Language, Foreign Languages, and/or Bilingual-Bicultural Education or 60 semester units (90 quarter units) with an emphasis in one or more of the subject areas to which the position is assigned. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Lead Instructional Assistant - English as a Second Language

One year of experience as an Instructional Assistant – English as a Second Language 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.)

-plus-

Completion of a Bachelor's Degree in English, English as a Second Language, Foreign Languages or related area, or an Associate's Degree in English, English as a Second Language, Foreign Languages or related area, or 60 semester units (90 quarter units) with an emphasis in one or more of the subject areas to which the position is assigned, plus two additional years of qualifying experience.

Two years of tutoring, instructional or work experience related to students of English as a Second Language or a foreign language. (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 a Bachelor's Degree in English, English as a Second Language, Foreign Languages or related area, or an Associate's Degree in English, English as a Second Language, Foreign Languages or related area, or 60 semester units (90 quarter units) with an emphasis in one or more of the subject areas to which the position is assigned, plus two additional years of qualifying experience.

KNOWLEDGE OF

Both Levels: Knowledge of instructional methods and training techniques; multi-media computer literacy, and at least one software application for language learning. Knowledge of the problems involved in learning a second language and at least one foreign language as an adult; and of tutoring techniques and procedures. Knowledge of the structure and content of the English language including pronunciation, the meaning and spelling of words, rules of composition, and grammar. Knowledge of administrative, clerical and basic record keeping procedures and systems.

Lead Instructional Assistant - English as a Second Language: Knowledge of basic principles of leadership, supervision and training.

SKILL IN

Both Levels: 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 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; generating a number of different approaches to problems; 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.

Lead Instructional Assistant - English as a Second Language: 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 give and follow directions; tutor students in English as a Second Language and foreign languages; to speak standard English with standard pronunciation; and to establish a rapport with non-native English speakers. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications. The ability to operate computerized multimedia lab, audio-visual and other equipment associated with the subject area.

Lead Instructional Assistant - English as a Second Language: The ability to lead the work of others.

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

Audiovisual equipment, computers, printers, and copiers, high end multi-media computers, VCR and cassette player equipment.