

INSTRUCTIONAL ASSISTANT Foreign Language

DEFINITION

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

TYPICAL DUTIES

Assists foreign language instructors by tutoring students individually and in groups in language concepts and skills acquisition. Builds a rapport with students learning a second language; trains students and student tutors in appropriate learning methods and procedures, as defined by instructors; and oversees student workers as needed, including scheduling and assigning tutors. Maintains student lab attendance records; and proctors tests and files results as instructed. Enters data into computers and servers; sets up and digitizes audio-visual programs and loads them on to 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 programs. Assembles, develops and maintains records and files of instructional material and equipment; clarifies instruction assignments; confers with instructors on student progress, class procedures and instructional methods; and sets up and operates audio-visual, VCR, and cassette player equipment. Assists faculty 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.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instruction, or work experience related to students of 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

EDUCATION

Completion of an Associate's Degree in Foreign Languages or 60 semester units (90 quarter units) with 12 units in foreign languages or linguistics courses.

KNOWLEDGE OF

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 foreign language. 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.

SKILLS 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; 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 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 timelines. The ability to give and follow directions; tutor students in a foreign language. The ability to operate a computerized multimedia lab and audio-visual equipment. The ability to operate office equipment including computers and supporting word processing , spreadsheet and database applications.

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

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