INSTRUCTIONAL ASSISTANT - MATHEMATICS
Series Specification
Instructional Assistant – Mathematics
Lead Instructional Assistant - Mathematics

DEFINITION
This series describes two classes that assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill; directs the activities of student tutors; and maintains computer data for the center under the supervision of an assigned supervisor/manager.

LEVEL DESCRIPTIONS

Instructional Assistant - Mathematics: Under moderate oversight, incumbents assist 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 - Mathematics: An experienced Instructional Assistant, who works with minimal supervision from assigned supervisor/manager, trains, assigns and oversees the work of three or more Instructional Assistant – Mathematics.

TYPICAL DUTIES

Instructional Assistant – Mathematics and subsequent levels: Assists faculty in providing oversight of the Mathematics Tutorial Centers; assists students individually or in groups to master the subject material in mathematics; directs the use of computer-assisted instruction materials; assists in maintaining a collection of resource materials; maintains computer databases and records of instructional materials and equipment; assists with recruiting, training and coordination of student workers and temporary employees and oversees the student workers and temporary employees with hiring, evaluation, and payroll processes; proctors exams; and maintains computer records of attendance and evaluation; computer data files; clock-in and back-up functions; assists director in scheduling and managing staffing process of the center; assists instructors in lab a with instructional research such as tests; test modules for accuracy and design; assist with word processing related to instructional and testing materials; assists in developing training materials, including syllabi and visual aids; establishes rapport with students, tutors and faculty; assists faculty members or staff with student conferences, with laboratory or field research and student conferences; assists with the production and dissemination of materials that advertise services; and performs related duties as required.

Lead Instructional Assistant – Mathematics: In addition to the duties of the Instructional Assistant – Mathematics, the Lead Instructional Assistant – Mathematics acts as the lead for three or more regular Instructional Assistants.
## QUALIFICATIONS

### EXPERIENCE AND EDUCATION

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<th>Instructional Assistant – Mathematics</th>
<th>Lead Instructional Assistant – Mathematics</th>
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<tr>
<td>None.</td>
<td>One year of experience as an Instructional Assistant – Mathematics with the Los Rios Community College District.</td>
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<td>-plus-</td>
<td>-plus- Completion of a bachelor’s degree in Mathematics; OR, an Associate’s degree in Mathematics; OR, 60 semester units (90 quarter units) with 21 units in mathematics courses, plus two additional years of qualifying experience.</td>
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<tr>
<td>-plus- Completion of an associate’s degree in Mathematics or 60 semester units (90 quarter units) with 21 units in mathematics courses.</td>
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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.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

### KNOWLEDGE OF

**Instructional Assistant – Mathematics and subsequent levels:** Knowledge of, and a thorough understanding of mathematics including; numbers, their operations, and interrelationships including arithmetic, algebra, geometry, trigonometry, calculus, statistics, and their applications; instructional methods, tutoring and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles; various learning and teaching styles; and of diversity awareness and the surrounding issues including age, gender, cultural background, and disabilities (learning and physical); multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches.
Lead Instructional Assistant – Mathematics: Knowledge of basic principles of leadership, supervision and training.

ABILITY TO

Instructional Assistant – Mathematics and subsequent levels: The ability to perform the essential functions of the position; ability to tutor students in mathematics; to oversee and coordinate student tutors; and to direct the use of computer-assisted instruction materials; ability to establish a good rapport with students, tutors and faculty; and to keep computer records of attendance, evaluation, test results, and materials inventory; maintain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one’s own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

Lead Instructional Assistant – Mathematics: Work with minimal direct supervision; effectively train, assign and oversee the work of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Current office technologies such as computers, printers, telephones and copiers; other equipment common to the field to which the position is assigned.