

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

Instructional Assistant – Mathematics

None.

One year of experience in mathematics tutorial work or other related positions.

-plus-

Completion of an associate's degree in Mathematics or 60 semester units (90 quarter units) with 21 units in mathematics courses.

Lead Instructional Assistant – Mathematics

One year of experience as an Instructional Assistant – Mathematics with the Los Rios Community College District.

-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.

Two years of experience in mathematics tutorial work or other related positions.

-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.

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; sustain 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.