

INSTRUCTIONAL ASSISTANT Science-Mathematics Tutorial

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty with instructional duties by working with students individually or in groups in the improvement of academic knowledge in the fields of physical and biological sciences as well as mathematics. Direct supervision of the science-mathematics tutorial laboratory and the student tutors.

TYPICAL DUTIES

Assists instructors in such subjects as life sciences, physical sciences and mathematics by tutoring or assigning tutors for individual or group help; sets up fundamental programs to be followed by the individual student in the acquisition of understanding and skills; keeps records of the tutorial aides as to time, assignments, testing, etc.; schedules the hours of the tutors; maintains records and files of the instructional materials and equipment; acts as resource person for the students and the tutors; performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of instructional assistance in the science areas as an instructional aide or laboratory assistant. (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 Physical Science or Biology or 60 semester units (90 quarter units) with 18 units in physical science courses and / or 15 units in biology courses.

KNOWLEDGE OF

Either the physical and/or biological science fields; background in the mathematics needed for the sciences; tutoring techniques and procedures; basic recordkeeping techniques.

SKILLS IN

Skill in training others in how to complete tasks; 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 using mathematics to solve problems; 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; 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 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.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essentials functions of the position; tutor or assign student tutors in the subject area needed; operate the audiovisual equipment in the area; demonstrate the necessary skills in handling sensitive laboratory equipment; establish a good rapport with students, tutors, and faculty; and have the ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.