

INSTRUCTIONAL ASSISTANT- Writing/English/Reading

Series Specification
Instructional Assistant – Writing/English/Reading
Lead Instructional Assistant – Writing/English/Reading

DEFINITION

This series describes two classes that have the primary responsibility, under general supervision of assigned manager/supervisor, for working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Both Levels: Confers and assists in monitoring and evaluating, with instructors and/or lab coordinators on student progress, class procedures, and instructional methods; assists instructors by tutoring students individually and in groups in designated skill areas (areas include Writing, English and Reading) for understanding and acquisition of skills, in concept understanding, and facilitate comprehension; and assists faculty and staff with student conferences and laboratory or field research. Assists in coordination and operation of the laboratories; developing training materials, including syllabi and visual aids; trains students in the use of instructional equipment and appropriate tutoring and/or learning methods and procedures; clarifies and certifies completion of instructors' assignments; administers skill and knowledge tests; proctors examinations; and records and files test results in accordance with specific instructions. Assists in preparing instructional modules or portions of modules according to instructor guidelines; and at instructor request, critiques and previews modules to give feedback as to how they work with students. Conducts small and large groups/workshops; oversees students working with computer instructional software with reading, writing and math components; and gives students instruction on computers and non-computer portions of modules. Maintains student attendance records and files for materials; oversees student workers, including scheduling, timesheets, attendance and assigning of tutors. Helps instructors assess and place students; and screens students for writing and reading disabilities. Helps develop, locate, operate and maintain records and files of: student portfolios, test scores, follow-up, instructional materials, resource materials, equipment, and supplies; sets up and operates audiovisual equipment; assembles and copies instructional materials according to instructors' guidelines; serves on committees as assigned; and presents Laboratory benefits to various classes. Uses computers for instruction, testing, word processing, and record keeping. Assists in recruiting and training student tutors under supervision of instructor; and performs related duties as required.

Lead Instructional Assistant – Writing/English/Reading: Acts as the lead for three or more regular Instructional Assistants (Lead IA).

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 – Writing/English/Reading: 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 – Writing/English/Reading: An experienced IA 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 – Writing / English / Reading

None.

One year of tutoring, instructional or work experience related to writing, English or reading. (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 or 60 semester units (90 quarter units) with 24 units in English courses. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Lead Instructional Assistant – Writing / English / Reading

One year of experience as an Instructional Assistant – Writing / English / Reading 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

Two years of tutoring, instructional or work experience related to writing, English or reading. (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, or an Associate's Degree in

English, or an Associate's Degree in English or 60 semester units (90 quarter units) with 24 units in English courses, plus two additional years of qualifying experience.

English or 60 semester units (90 quarter units) with 24 units in English courses, plus two additional years of qualifying experience.

KNOWLEDGE OF

Both Levels: Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques and procedures, and design of individual development plans. Knowledge of tutoring across several disciplines and subject matters. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic and algebra, and their applications. Knowledge of tutorial techniques and procedures for improving writing, English and reading skills; knowledge of materials used in English developmental, English remedial and language/composition classes; administrative and clerical procedures and systems; word processing; and basic record keeping procedures.

Lead Instructional Assistant – Writing/English/Reading: Knowledge of basic principles of leadership, supervision and training.

SKILL IN

Both Levels: Skill in training others 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; skill in 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; 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 using mathematics to solve problems. 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 – Writing/English/Reading: 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, tutors, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to work with students having cultural and academic diversity; tutor students in reading, grammar and writing skills, in proper use of the English language, both oral and written; develop grammar/writing

exercises and workshops; operate office equipment including computers and supporting word processing, spreadsheet and database applications; operate equipment used in classroom and laboratory, speak clearly and effectively; follow oral and written directions; manage and direct student workers; practice mature judgment; coordinate tutorial support activities; and diagnose problems and prescribe remedies for reading students.

Lead Instructional Assistant – Writing/English/Reading: The ability to lead the work of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, printer, copier/fax, typewriter and instructional equipment.