

INSTRUCTIONAL SERVICES ASSISTANT

Series Specification

Instructional Services Assistant I

Instructional Services Assistant II

Lead Instructional Services Assistant

DEFINITION

This series specification describes three classes used to perform a variety of technical functions in the Instruction office related to the development, monitoring, and maintenance of faculty and class schedules, payroll and absence reporting for faculty, and the curriculum development process under the supervision of the assigned supervisor/manager.

LEVEL DESCRIPTIONS

Instructional Services Assistant I: Under moderate oversight, incumbents perform a variety of technical tasks related to the development and maintenance of the college schedule of classes including the preparation of preliminary payroll and related records for faculty.

Instructional Services Assistant II: Under minimal oversight, incumbents serve as a technical resource performing complex tasks related to the development and monitoring of faculty and student schedules and statistical reporting.

Lead Instructional Services Assistant: Under minimal oversight, incumbents work independently as the lead for three or more regular staff in the Instruction office operations.

TYPICAL DUTIES

All Levels: Prepare, calculate, and process faculty payroll forms and related error reports, such as time sheets, absence reports, and preliminary payroll records; calculate faculty payroll reports, such as revisions track; work experience enrollments; process paperwork for on and off-site contract classes and other special requests; assist instructional areas in the scheduling of classes; modify and maintain a variety of databases and files; compile information for federal, state and district reports; respond to requests for information; communicate with students, faculty, and other individuals to disseminate or explain information; assist in preparing and proofing material for published schedule of classes; and prepare material for processing; prepare routine correspondence and monthly reports; order office supplies and materials; compose and type correspondence; oversee work of temporary employees; perform related duties as required.

Instructional Services Assistant II and Lead Instructional Services Assistant: Monitor faculty assignments for adherence to District policies and procedures and class assignment limitations; update faculty position control and reassigned time reports, verify data and resolve discrepancies; maintain master facilities schedule and facilities inventory; assist in the curriculum development process; compile, prepare and proof curricula data for college catalog and schedules; maintain databases and develop and produce related reports; compile and check statistical data for enrollment and financial reporting.

Lead Instructional Services Assistant: Train, assign and oversee the work of three or more regular Instructional Services Assistants assigned to the Instruction office and oversee work of other clerical staff.

QUALIFICATIONS

EXPERIENCE/EDUCATION

Promotional

General

Instructional Services Assistant I

One year at the level of Clerk II in the Los Rios Community College District;
AND,
One year of college level business, office technology, or related course work from an accredited institution.

One year of clerical experience related to the duties of the position;
AND,
One year of college level business, office technology, or related course work from an accredited institution.

Instructional Services Assistant II

One year of experience as an Instructional Services Assistant I in the Los Rios Community College District;
AND,
Two years of college level business, office technology, or related course work from an accredited institution.

Three years of experience related to the duties of the position;
AND,
Two years of college level business, office technology, or related course work from an accredited institution.

Lead Instructional Services Assistant

Two years of experience as an Instructional Services Assistant I, or one year of experience as an Instructional Services Assistant II in the Los Rios Community College District;
AND,
Two years of college level business, office technology, or related course work from an accredited institution.

Four years of experience related to the duties of the position;
AND,
Two years of college level business, office technology, or related course work from an accredited institution.

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.

KNOWLEDGE OF

All Levels: Applicable policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; administrative and clerical procedures and systems, such as filing, basic accounting, and recordkeeping techniques, and other office procedures and terminology related to the position; college catalogs and class schedules.

Lead Instructional Services Assistant: Basic principles of leadership, oversight and training.

ABILITY TO

All Levels: 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 mature judgment; interpret and apply applicable federal, state and local laws and regulations, District 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; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; prepare routine correspondence independently; work independently to accomplish detailed work with only general instructions.

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

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

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.