

DESERT COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL SUPPORT ASSISTANT

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials.

REPRESENTATIVE DUTIES

Assist individual and small groups of students in an instructional setting; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines. *E*

Assist supervisor in the organization, preparation and presentation of instructional materials; assist in overseeing and guiding assigned activities and learning sessions. *E*

Maintain accurate records of student progress and attendance; maintain various students files as assigned. *E*

Administer, evaluate and mark tests; monitor study areas. *E*

Prepare a variety of instructional materials; set up and operate various audio-visual, computer and other teaching aids as assigned; assist students in utilizing instructional equipment and programmed materials; orient and monitor students in the use of microcomputers; remain current concerning instructional software. *E*

Order and distribute supplies, tapes and materials; maintain accurate inventory of supplies, materials and equipment of assigned department or program; issue and receive instructional materials for assignments. *E*

Research and compile data for projects and reports; assist in developing new procedures and forms as necessary. *E*

Perform a variety of clerical duties including answering telephones, preparing instructional materials and other related duties; register new students as assigned. *E*

Operate a computer and other assigned office and instructional equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Subject matter of assigned area of learning; instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping techniques; modern office practices, procedures and equipment; proper methods of storing equipment, materials and supplies; technical aspects of field of specialty; interpersonal skills using tact, patience and courtesy.

Ability to: perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials; learn methods and procedures to be followed in an instructional situation; perform routine clerical work; set up, design and operate assigned departmental equipment; read, understand, interpret and apply department rules, policies and materials relating to assigned field; provide instructional assistance and information to students on the availability and uses of instructional materials and equipment; communicate effectively both orally and in writing in person and on the telephone; operate a computer and a variety of office and instructional equipment; determine appropriate action within clearly defined guidelines; establish and

maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by some college-level course work in related field and one year related experience.

WORKING CONDITIONS

Environment: Laboratory or classroom environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions