INSTRUCTIONAL ASSISTANT I/II
ENGLISH/ENGLISH AS A SECOND LANGUAGE OR READING

DEFINITION

Under general supervision, performs a variety of standard to difficult duties, including instructional program support, tutoring and administrative activities in support of the English/English as a Second Language (ESL) or Reading programs; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I - English/ESL or Reading is the entry level classification of this instructional support series. This position provides direct support to students. Under supervision, incumbents learn about the College English/ESL or Reading programs and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II - English/ESL or Reading and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level classification.

Instructional Assistant II - English/ESL or Reading is the experienced level classification of this series, competent to perform standard to difficult English/ESL or Reading instructional support services. Incumbents in this classification may be assigned duties in support of students in a laboratory or tutoring capacity or in support of the overall English/ESL or Reading instructional programs. General work guidelines are normally established by an instructor or educational administrator; however, day-to-day activities require the use of initiative and judgment in specific situations.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors’ directions (E)
- Develops and presents learning materials and instructional exercises to individuals and groups (E)
- Tutors students individually and/or in small groups to reinforce class material taught in the English/ESL or Reading programs while keeping abreast of English/ESL or Reading program changes; may provide bilingual services to limited English speaking students (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment, including computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students’ questions and advises regarding English/ESL or Reading course class assignments; including the full range of English/ESL or Reading courses taught at Cabrillo College (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of the learning center and its equipment (E)
- Schedules student appointments, tests, meetings and facilities (E)
- Maintains student records; keeps other detailed records such as budget, financial and attendance records (E)
- Maintains an inventory of and requisitions supplies and equipment (E)
EXAMPLES OF DUTIES (continued)

- Maintains the security of supplies and equipment (E)
- Operates standard office equipment and instructional media (E)
- Prepares periodic and special reports (E)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date (E)
- Assists in the recruitment and selection of student assistants; and provides instruction in safe work procedures (E)
- May conduct workshops, orientations and meetings
- Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Classification Characteristics.

Knowledge of:

- Subject matter
- Effective instructional techniques
- Principles, theories, practices, methods and equipment of the English/ESL or Reading programs
- Health and safety practices related to the learning center
- Standard office practices and procedures including filing, the operation of office equipment, including personal or online computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies and materials
- Drafting, formatting and editing essays on computers
- Applying and explaining instructional methods and procedures
- Keeping abreast of English/ESL or Reading program changes
- Reading, understanding and presenting course materials to students, including the correct use of grammar and punctuation
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Learning new software as required for duties as outlined above
- Effectively operating and maintaining an orderly instructional environment
QUALIFICATIONS (continued)

Other Minimum Requirements:

- Specified positions may require possession of and ability to maintain a valid California driver's license and safe driving record during the course of employment
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions may require registration, licensure or certification related to the assigned instructional program area
- Must be willing and able to work at various campus sites

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

**Instructional Assistant I – English/ESL:** Equivalent to completion of two years of college with college level, lower division* coursework in English or Teaching English as a Second Language (TESL) *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the English and ESL programs and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned.

Please note: additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

**Instructional Assistant I - Reading:** Equivalent to completion of two years of college with college-level, lower division* coursework in Reading (Adult Literacy) or English *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Reading program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned.

Please note: additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

**Instructional Assistant II – English/ESL or Reading:** In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory or tutorial setting at a level equivalent to the College's classification of Instructional Assistant I.