INSTRUCTIONAL ASSISTANT I/II - HORTICULTURE

DEFINITION
Under general supervision, performs a variety of standard to difficult duties including instructional program support, tutoring, support of the existing facilities and administrative activities in support of the Horticulture program; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS
Instructional Assistant I – Horticulture is the entry level classification of this instructional support series. This position provides direct support to students. Initially under supervision, incumbents learn about the College Horticulture program and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II - Horticulture 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 – Horticulture is the experienced level classification of this series, competent to perform standard to difficult horticulture 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 Horticulture program. 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 Horticulture program while keeping abreast of Horticulture program changes (E)
- Coordinates materials (i.e. collecting plant specimens and landscape samples from the field or resource institutions), equipment, facilities and supplies for classes (E)
- Sets up, operates and demonstrates the safe use of power tool equipment including tractor, rototiller, string trimmer, power hand tools including saws, drills, construction, irrigation and management of hand tools (E)
- Installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment used in the Horticulture program including tractor, rototiller, string trimmer, and power hand tools, including saws and drills (E)
- Prepares identified plant samples for use in lecture and lab (E)
- Administers and scores tests and examinations (E)
- Answers students’ questions and advises regarding horticulture course assignments; including the full range of horticulture courses taught in the first two years of college (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of the horticulture facility and its equipment (E)
- Schedules student appointments, tests, meetings and facilities (E)
EXAMPLES OF DUTIES (continued)

- 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)
- Maintains the security of special, technical or hazardous 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; directs work 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 Horticulture program including landscape installation, irrigation, arboriculture, organic and indoor food production and greenhouse/nursery management
- Health and safety practices related to the Horticulture program
- Standard office practices and procedures including filing and the operation of office equipment, including personal or online computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Effective methods of tutoring horticulture students individually or in a group

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies and materials
- Proper pruning techniques, crop and plant production
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of Horticulture program changes
- Coordinating multiple projects and meeting deadlines
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Maintaining accurate records, files and databases
- Effectively operating and maintaining an orderly instructional environment
- 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
QUALIFICATIONS (continued)

Other Minimum Requirements:

- Must be willing to work outdoors in adverse weather conditions, on weekends and other off-hours as assigned, with some exposure to potentially hazardous materials, using appropriate safety procedures and equipment
- Must possess sufficient strength and stamina to safely lift and carry equipment weighing up to 50 pounds
- Must possess and maintain a valid California driver's license and a 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 – Horticulture**: Equivalent to completion of two years of college with college-level, lower division coursework in horticulture which will provide the knowledge of the aspects of landscaping, arboriculture, greenhouse/nursery management, farming techniques and skills to support the Horticulture 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 horticulture profession.

*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 – Horticulture**: 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.

Established: November 17, 2011