INSTRUCTIONAL ASSISTANT I/II – MATHEMATICS OR MATHEMATICS, ENGINEERING, AND SCIENCE ACHIEVEMENT

DEFINITION

Under general supervision, performs a variety of standard to difficult duties, including instructional program support, tutoring and administrative activities in support of the Mathematics or Mathematics, Engineering, and Science Achievement (MESA) programs; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Mathematics or MESA 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 Mathematics or MESA 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 – Mathematics or MESA 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 – Mathematics or MESA is the experienced level classification of this series, competent to perform standard to difficult Mathematics or MESA 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 Mathematics or MESA 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 and exercises to individuals and groups (E)
- Maintains communications with instructors to reinforce materials presented in the classroom (E)
- Tutors students individually and/or in small groups to reinforce class material from any Mathematics courses offered or from any program area included in MESA, whichever is applicable; keep abreast of Mathematics or MESA program changes (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Sets up, installs, maintains and services equipment (e.g. laptops, webcams, smart pens, and calculators), materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment, computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students' questions and advises regarding Mathematics assignments or assignments in program areas supported by MESA, whichever is applicable. This includes the full range of courses taught the first two years of college in Mathematics or in program areas supported by MESA (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of facility and its equipment (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)
- Maintains the security of special, technical or hazardous supplies and equipment (E)
EXAMPLES OF DUTIES (continued)

- Schedules student appointments, tests, meetings and facilities (E)
- Operates standard office equipment and instructional media, which may include a variety of database, website maintenance and e-learning software (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)
- Effectively organize an office and/or lab environment (E)
- Assists in the recruitment, selection, training, and scheduling of student assistants and student tutors (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 Mathematics program or other program(s) supported by MESA
- Health and safety practices related to the Mathematics or MESA programs
- Standard office practices and procedures including filing, and the operation of office equipment, including personal or online computers (e.g. word processing, spreadsheet and database software)
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Effective methods of tutoring Mathematics or science students individually or in groups
- Coursework included in the first two years of college:
  - Mathematics: Coursework in Mathematics, including Calculus I, II, and III
  - MESA: Coursework in one or more of the following majors: Biology, Chemistry, Computer Science, Engineering, Mathematics or Physics

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. laptops, webcams, smart pens, and calculators), supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students, including the correct use of grammar and punctuation in a lab or workshop setting or online
- Keeping abreast of Mathematics or MESA 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, which may include a variety of database, website maintenance and e-learning software
- Learning new software as required for duties as outlined
- Effectively operating and maintaining an orderly instructional environment
Skill in: (continued)

- 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

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
- Must be willing to work evenings and/or weekends as needed

Desirable (Mathematics):

- Knowledge of at least one of the following areas of Mathematics: Statistics, Probability Theory, Finite Math or Linear Algebra

Desirable (MESA):

- Knowledge of more than one programmatic area in MESA, including coursework expected in the first two years of college

Education and Experience:

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

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

*Please note:* successful completion of the calculus series is required. 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 – MESA:** Equivalent to completion of two years of college with college-level, lower division * coursework in one or more of the programs included in MESA (Biology, Chemistry, Computer Science, Engineering, Mathematics, or Physics) *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the MESA program and two years of experience in either educational support work which has included interaction with students in a classroom, laboratory, 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 – Mathematics or MESA: 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: October 28, 2011