INSTRUCTIONAL ASSISTANT I/II - MEDICAL ASSISTANT PROGRAM

DEFINITION

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

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Medical Assistant Program 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 Medical Assistant 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 - Medical Assistant 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 – Medical Assistant Program is the experienced level classification of this series, competent to perform standard to difficult 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 Medical Assistant 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 Medical Assistant program while keeping abreast of Medical Assistant program changes (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 (e.g. autoclave, electrocardiograph (EKG), spirometer, and centrifuge), computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students' questions and advises regarding medical assistant course assignments, which includes the full range of medical assistant clinical 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 facility 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)
- 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)
EXAMPLES OF DUTIES (continued)

- 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 methods
- Principles, theories, practices, methods and equipment of the Medical Assistant program
- Health and safety practices related to the Medical Assistant program
- Standard office practices and procedures including filing, and the operation of office equipment, including personal or on-line 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 such as autoclave, electrocardiograph (EKG), spirometer, and centrifuge; supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of Medical Assistant program changes
- 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

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
QUALIFICATIONS (continued)

Desirable:

- Current Cardiopulmonary Resuscitation (CPR) certification
- Current First Aid certification

Education and Experience:

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

**Instructional Assistant I – Medical Assistant Program:** Equivalent to completion of two years of college with college level, lower division * coursework in medical assisting which includes clinical courses *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Medical Assistant 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 – Medical Assistant Program:** 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