INSTRUCTIONAL ASSISTANT I/II - NURSING

DEFINITION

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

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I - Nursing 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 Nursing 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 - Nursing 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 - Nursing is the experienced level classification of this series, competent to perform standard to difficult nursing instructional support services. Incumbents in this classification may be assigned duties in support of students in a laboratory setting or in support of the overall Nursing 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 Nursing program while keeping abreast of Nursing 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 hospital equipment (e.g. IV pumps, suctions and simulation equipment), computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students’ questions and advises regarding nursing assignments, which includes the full range of nursing courses taught in the first two years of college (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains safe physical environment and condition of the nursing lab and its equipment (E)
- Schedules students appointments, tests, meetings and facilities (E)
- Maintains student records; and 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)
EXAMPLES OF DUTIES (continued)

- 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 Nursing program
- Health and safety practices related to the Nursing 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
- Nursing mathematics sufficient to accurately determine pharmacological and drug dosage calculations

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. IV pumps, suction and simulation equipment), supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of Nursing 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
- Effectively operating and maintaining a safe and orderly instructional environment

Other Minimum Requirements:

- Current California license as a registered nurse
- Must possess sufficient strength and stamina to safely maneuver equipment weighing up to 40 pounds or more, utilizing proper equipment
- Must be willing and able to work at various campus sites
- 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
QUALIFICATIONS (continued)

Desirable:

- Recent acute care experience in a hospital or acute rehabilitation unit
- Current Cardiopulmonary Resuscitation (CPR) certification

Education and Experience:

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

**Instructional Assistant I - Nursing:** Equivalent to completion of two years of college with college level, lower division* coursework in nursing *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Nursing 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 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 - Nursing:** 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: December 14, 2011