INSTRUCTIONAL ASSISTANT I/II – VISUAL RESOURCE CURATOR

DEFINITION

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

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Visual Resource Curator 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's Visual Resource Center, its 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 – Visual Resource Curator 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 – Visual Resource Curator is the experienced level classification of this series, competent to perform standard to difficult visual arts instructional support. Incumbents in this classification may be assigned duties in support of students and instructors in the Visual Resource Center or classrooms in a tutoring or instructional support capacity or in support of the overall Visual Arts 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)
- Photographs or scans images for faculty and students (E)
- Develops and presents learning materials and instructional exercises to individuals and groups (E)
- Researches images, data and information in books, Artstor and other online resources (E)
- Researches artists related to works of art and the Cabrillo College Library database for materials (E)
- Informs faculty of new books and DVDs acquired by the Cabrillo College Library (E)
- Tutors and assists students and faculty individually and/or in small groups in the use of the Visual Resource Center to reinforce class material; keeps abreast of Visual Resource Center and Visual Art program changes (E)
- Coordinates materials, equipment, facilities and supplies for classes; may drive to pick up supplies and equipment as needed (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions; performs technical duties in the operation of the Visual Resource Center and classrooms and develops instructions for equipment use (E)
- Trains students and others in the safe use of specialized equipment (e.g. caramates, digital camera, slide and flatbed scanners, video/dvd players and sound system), computer hardware, database and presentation/editing software (e.g. Artstor, iPhoto and Photoshop) and procedures and processes (E)
- Administers and proctors tests and examinations for art history courses (E)
- Answers students' questions about the Visual Resource Center (E)
- Informs instructors about student questions regarding Visual Resource Center materials set up by instructors (E)
EXAMPLES OF DUTIES (continued)

- Catalogues art slides, including photographic copying, labeling, glass mounting, filing, and computer applications (E)
- Maintains physical environment and condition of the Visual Resource Center and its equipment; cleans art slides and equipment and removes damaged slides from circulation (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Schedules student appointments, tests, meetings and facilities (E)
- Maintains detailed Visual Resource Center budget and financial records (E)
- Maintains inventories, records, and files of Visual Resource Center collection, including slide collection, and requisitions supplies and equipment (E)
- Maintains the security of supplies and very high value equipment (E)
- Operates and maintains standard office equipment, instructional media and a variety of equipment used in the Visual Resource Center (e.g. computers, caramates, carousels, digital camera, flatbed and slide scanners, video/dvd players and sound system) (E)
- Prepares periodic and special reports including the Visual Resource Curator’s Annual Report (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; provides instruction, direction and training in safe work procedures (E)
- May conduct workshops, orientations and meetings; attends meetings as needed
- 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 Visual Resource Center
- Health and safety practices related to the Visual Resource Center
- 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
- Applying and explaining instructional methods and procedures
- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. caramates, digital cameras, slide and flatbed scanners, video/dvd players and sound system), supplies and materials
- Keeping abreast of Visual Art resources and program changes
- Reading, understanding and presenting course materials to students
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases; uses a variety of database and presentation software (e.g. Photoshop, PowerPoint, and FileMaker Pro etc.)
Instructional Assistant I/II - Visual Resource Curator
Page 3

QUALIFICATIONS (continued)

Skill in

- 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 the duties as outlined above
- Effectively operating and maintaining an orderly Visual Resource Center

Other Minimum Requirements:

- 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 - Visual Resource Curator: Equivalent to completion of two years of college with college level, lower division* coursework in art history *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Visual Arts program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or experience in visual resource curatorship.

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 - Visual Resource Curator: 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: February 14, 2012