



PERSONNEL COMMISSION

Class Code: 0446
Salary Range: 12 (C1)

INSTRUCTIONAL AIDE - FOREIGN LANGUAGE LABORATORY

JOB SUMMARY

Under immediate supervision, assist in the operation of a foreign language laboratory by operating the electronic and mechanical equipment, maintaining instructional resource materials, keeping clerical records and files; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Operate and assist in the operation of audio tape recorders, players, record players, computers, and other associated equipment used in a foreign language laboratory. **E**
- Open and close laboratory at the beginning and end of each day. **E**
- Prepare equipment for use by teacher and students by checking and examining for damage prior to each class period to ensure proper operation. **E**
- Place tapes and records on players according to schedule prepared by foreign language teacher so program is ready to begin when the class arrives. **E**
- Operate Apple II computer or equivalent to drill students or assist in the program instruction. **E**
- Maintain eye contact with students once in the laboratory to assist or correct student behavior or provide instruction in the use of the equipment. **E**
- Monitor and document damage and student responsible for acts of damage, graffiti, and vandalism to equipment/booth. **E**
- Assure personal items are not left behind by students; if so, return to teacher. **E**
- Clean headphones, microphones, headbands daily, demagnetize, and lubricate tape heads, guides, capstan and runners. **E**
- Make audio tape recordings from master tapes and records. **E**
- Splice tapes, repair damaged tapes, and provide tape leaders as necessary. **E**
- Keep accurate records, catalogue, file, issue and maintain the use and location of instructional materials. **E**
- Confer with department head when inventory is low and supplies need to be replaced, or when equipment is to be repaired and/or replaced. **E**

- Assist in the training of new staff (substitute/student teachers) in the proper procedure and use of the language laboratory equipment. **E**
- Upon receipt of new tapes, listen and examine for quality of recording and make duplicates for further use. **E**
- Type and post weekly class schedules, seating charts, and similar records. **E**
- Lubricate equipment as recommended by manufacturer, polish heads, check and replace needles and rubber drive belts as appropriate. **E**
- Maintain work area in a clean and orderly condition. **E**
- Administer first aid to ill or distressed students; may administer prescribed medication to students in accordance with District policy. **E**
- May make minor repair to electronic equipment.

DISTINGUISHING CHARACTERISTICS

The Instructional Aide - Foreign Language Laboratory is responsible for the setting-up and the daily operation of a foreign language laboratory. This includes operating electronic equipment such as record players, audio tape recorders, and microcomputer equipment. The incumbent may make minor repairs or adjustments to the equipment but is not expected to make major repairs or those requiring a considerable degree of electronic expertise.

EMPLOYMENT STANDARDS

Knowledge of:

Basic principles and procedures involving electronic equipment.

Use of audio/visual equipment such as, cassette players, record players, reel-to-reel players, duplicating tape recorders, and editing tape equipment.

First aid.

Ability to:

Operate various electronic record play and audio tape recording equipment.

Learn to operate Apple II computer or equivalent for language lab instructional purposes.

Perform simple maintenance on or make minor repair to record players, audio tape recorders, microphones, etc.

Spot occurrences of vandalism while they are being done and identify alleged perpetrator.

Perform basic clerical work and keep accurate records.

Establish and maintain effective relationships with those contacted during the course of work.

Understand and carry out oral and written instructions.

Demonstrate a willingness to work collaboratively as an educational team member.

Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Completion of classes, courses or on the job training in the area of electronics is preferred.

Experience:

Six months of paid, volunteer, or personal hobby experience in using electronic recording tape reproduction equipment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Language laboratory.

PHYSICAL DEMANDS

May include pushing, pulling, bending, reaching, crouching, and squatting.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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