



PERSONNEL COMMISSION

Class Code: 0766
Salary Range: 20 (C1)

INSTRUCTIONAL ASSISTANT - SCHOOL FOR ADULTS

JOB SUMMARY

Under immediate supervision, assist in the assessment of students for placement and in the instructional activities of Adult School students in the Independent Learning Center; perform a variety of clerical and related duties; 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.

- Enroll a student into the instructional technology rostering and curriculum systems in an appropriate individualized sequence of courses. **E**
- Demonstrate to students the use of and search on the Internet for subject matter and topics relevant to course work. **E**
- Monitor status and progress of students in special mandated programs such as educational/vocational training designed for gaining employment or programs aimed at improvement of the student's academic achievement level. **E**
- Assist students in instruction on the use of word processing software such as Microsoft Word. **E**
- Correct system failures by such activities as restarting system; perform weekly system back-up of computer network. **E**
- Assist students with mathematics, English and other subjects; correct completed student assignments and tests; post scores on student grade cards; file graded work, grade cards, referral cards, attendance records and test answer keys. **E**
- Check out textbooks, videos, audiotapes, compact discs, headphones and other instructional equipment to students; take inventory of equipment and notify supervisor of the need for replacement. **E**
- Greet the public and new students to the site; answer questions from students and the public on School For Adults entry requirements, GED test requirements and procedures, registration, enrollment procedures, course offerings, schedules, and the Independent Learning Center in person or on the telephone; refer students or student applicants to the School For Adults counseling services as appropriate. **E**
- Assist in training and directing the activities of College Aides assigned to work with students. **E**

- Take, calculate and report (minute to minute) attendance according to state and federal adult attendance reporting requirements. ***E***
- Order supplies and materials for the Center; order duplication of bulletins, forms and other materials. ***E***
- Set up and maintain student records, files, and fee charges. ***E***
- Maintain work area in a clean and orderly condition; monitor student dress code to ensure dress code standards at the Center are followed. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Independent Learning Center offers instructional programs dedicated to School For Adults students working toward identified academic goals such as a High School Diploma. The students follow self-paced learning and may come to the Center at any time during its hours of operation. The teaching-learning process is conducted by a teaching corps at the Center that utilizes networked personal computers offering a large array of instructional software as a primary mode of instruction. An Instructional Assistant-School For Adults performs a variety of duties in the Center from giving direct assistance to students ranging from questions on a specific lesson to a general subject matter search on the Internet to attendance accounting of all Center students for a given attendance period. An incumbent learns and applies knowledge of a variety of instructional software in the curriculum and makes adjustments and performs minor troubleshooting to the computer operating systems, operating procedures and hardware.

EMPLOYMENT STANDARDS

Knowledge of:

Ethnic groups and cultural diversity in the community.
Effective instructional and study techniques.
Integrated learning system software such as Plato.
General classroom management techniques.
Basic educational reference material.
Computer software applications.
English usage, spelling, grammar and punctuation.
Basic mathematics.
Filing and record keeping techniques.

Ability to:

Model appropriate interpersonal skills and classroom etiquette.
Operate personal computer and keyboard terminal.

Troubleshooting operating computer system.
Make arithmetical computations.
Maintain records and files.
Effectively direct the activities of assigned personnel.
Evaluate and correct student work assignments or tests.
Understand and carry out oral and written instructions.
Work well and demonstrate patience and understanding with students
Establish and maintain effective relationships with others.

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.

In addition to the above standards, applicants must provide proof of completion of one college-level course in computer applications.

Experience:

One year of experience in an educational setting involving computer assisted instruction.

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 may require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Learning Center with open landscaping and student computer workstations.
Students arriving and departing continuously.
Incumbents may be required to work a flexible schedule consisting of changes in weekly and/or daily schedules.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Standing and moving about Learning Center and among computer work stations.
Stooping and bending to use filing cabinets.
Lifting books and boxes up to 25 pounds.
Seeing to read, review and assure accuracy of records and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.

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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