

**FINE ARTS INSTRUCTIONAL ASSISTANT**  
(Classified Bargaining Unit Position)  
(Range 26)

**DEFINITION**

Under general supervision of the Fine Arts Division Chair, the Fine Arts Instructional Assistant supports instruction; provides assistance to faculty and students, services equipment; orders and prepares materials for instruction; assists in constructing teaching aids; assists in preparation for instruction using chemicals in a safe manner organizes lab and supply rooms; and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Fine Arts Instructional Assistant class is distinguished from the other Instructional Support classes in that incumbents are assigned to the Fine Arts Division to assist in studios, classrooms and labs as required.

Incumbents in this position support student learning outcomes and institutional effectiveness by assisting in the programs' efforts to help students demonstrate technical skill and creativity in manipulating basic 2D media. This effort includes supporting student learning of design elements and principles, participating in the articulation of concepts and processes of art at the college level, including command of basic art vocabulary and assisting students in the appropriate display of finished art works.

**ESSENTIAL FUNCTIONS**

- Keep labs, studio, and supply rooms in neat and orderly condition;
- Report needed repair of facilities or equipment which is beyond the responsibility or capability of the assistant;
- Repair or report potentially unsafe conditions;
- Operate, maintain, and make minor repairs of lab equipment.
- Perform other related duties as required.

**Photo Instructional Assistant**

- Make periodic inspection of photography studio facilities
- Assist students with problems concerning photography project(s);
- Maintain adequate supplies of consumable materials such as photo chemicals and paper, order and inventory other supplies as requested;
- Order and mix photochemistry and assure proper disposal of chemistry.

**Two-Dimensional Instructional Assistant**

- Make periodic inspection of Fine Arts studios classrooms and lab facilities and supervise the installation of equipment;
- Assist students with technical problems concerning 2D art project(s);
- Maintain adequate supplies of consumable materials such as papers, inks and gesso;
- Order and inventory the supplies as requested;
- Ascend and descend a ladder.

**Essential functions of particular positions within classifications may vary because job duties may vary by work location.**

## **QUALIFICATIONS**

### **Education**

Required:

- Equivalent to graduation from the twelfth grade, plus two years of college level work in art;

Preferred:

- Associate Degree.

### **Experience**

Required:

Photo Assistant

- Two years of experience in photography labs and in working with digital photography equipment and software, and/or other related experience;

2D Lab Assistant

- Two years of experience in shop maintenance, preferably in an art facility and/or other related experience.

**Or any equivalent combination of education and experience.**

### **Knowledge of:**

- Basic mechanical equipment used in college level Art programs;
- Art materials and processes;
- Digital and conventional photography, equipment and processes;
- 2D media and materials (2D Lab Assistant);
- Knowledge of basic woodworking and tools (2D Assistant)
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

### **Ability to:**

- Work at a desk, conference table or in meetings of various configurations;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

### **Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 50 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation;
- Reach in all directions;
- Work at heights.

CCCUE Approval: 05/14/2012

Board of Trustees Approval: 06/26/2012

Salary range increase from 25 to 26 granted due to benchmark salary survey effective 7/1/14

Fine Arts Instructional Assistant

Page 2 of 2