

INSTRUCTIONAL AIDE I, II, & III
(Bargaining Unit Position)
(Range 16, 19, & 22)

DEFINITION

Under general supervision, perform a variety of work involving specific routines and broadly defined policies and procedures; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Instructional Aide Class includes level I, II and III positions. Classification level is based on job requirements, and is assigned to positions. Levels are not intended to denote the skill level of incumbents and there is no natural progression from Level I to Level III based on incumbent length of service.

Duties may be standardized but require the exercise of independent judgment in interpretation and application of standard practices and procedures. Incumbents in Levels I and II must possess sufficiently developed skills to handle all but the most complex matters. Methods follow prescribed practices. Close supervision and specific instructions are not usually received, but unusual or difficult cases are referred to the supervisor. Employees in this class should be capable of assisting in the orientation and on-the-job training of other employees. Level III is assigned to the most complex positions requiring the highest degree of independent judgment.

This position supports and promotes student learning outcomes and institutional effectiveness by performing a variety of tasks which requires the ability to assist in the academic instructor and students in their instructional environment while maintaining professionalism.

ESSENTIAL FUNCTIONS

- Tutors and instructs individual students and small groups of peer-level students in a lab or classroom-type setting to develop and increase basic skills and work readiness;
- Introduces alternative or expanded information not presented in class to enhance student understanding;
- Assesses student's current knowledge, understanding, and experience to determine what presentation will inspire comprehension of the subject matter;
- Instructs students in lab procedures and in the purpose and use of lab materials, including programmed instruction, reading machines, calculators, and lab libraries;
- Instructs students in the use of computers, including computer basics and access of educational software packages/applications;
- Reviews work with students, determines which concepts were misunderstood, and assigns additional work to help enhance understanding of course content;

- Tutors and instructs students in learning and test-taking strategies (e.g., flash cards, study guides, test-taking techniques, coping with stress, and otherwise alleviating test anxiety);
- Meet and work with the public, students, and college staff in a variety of situations which require tact, discretion, and courtesy;
- Give information and interpretation of policies and procedures, which require knowledge of an assigned aspect of the departmental activities;
- Maintain confidentiality of personal matters;
- Learn and interpret rules, regulations, and instructions;
- 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;
- Establish and maintain cooperative working relationships with faculty, staff, students, and others contacted in the performance of duties;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Work at a desk, conference table, or in meetings of various configurations;
- Stand for extended periods of time;
- Perform other related duties as required.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS
MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Skills development and/or other relative experience sufficient to satisfy knowledge and abilities requirements.

Experience:

Instructional Aide I:

- Knowledge of subject material is required for entry into Instructional Aide I position.

Instructional Aide II:

- One year of general experience, including small group experience, skill development and/or other relative experience and knowledge of subject material.

Instructional Aide III:

- Additional years of independent experience, including leading small groups, skill development and/or other relative experience and knowledge of subject material.

Knowledge of:

- Safety practices;
- Ability to work with small groups and instructors.

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