



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

INSTRUCTIONAL AIDE II

A Classified Position

[Grade 22 – Salary Schedule 60](#)

A. General Statement

This is paraprofessional work involved with assisting faculty in the delivery of classroom instruction and/or laboratory teaching. Under direction, the employee performs a variety of preparatory work and planning, and at the direction of faculty prepares materials for use in the classroom and/or laboratory. Public contact is extensive and primarily includes students, faculty and staff, but can also include vendors and staff from other educational institutions and agencies for the purpose of exchanging subject matter and procedural information. A high degree of independent judgment and creativity is required to resolve a wide variety of minor and occasional major problems that may arise. Consequences of errors in judgment can be costly in public relations and employee time; however, supervisory controls are available to limit the risk of serious error. An Instructional Aide II differs from Instructional Aide I by the scope of assignments, including tutoring responsibilities (without close faculty supervision), and level of required subject-matter expertise. An Instructional Aide II can perform a wide variety of classroom and laboratory duties within the scope of the classification. An Instructional Aide II can direct the work of Instructional Aide I staff, clerical staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with students, faculty and staff regarding subject-matter, resources, materials, policies and procedures associated with the classroom or laboratory setting
2. Confers with faculty regarding curriculum, student materials for use in the classroom or laboratory, computer hardware, software, other learning tools, equipment and supplies, student assignments and progress, tests and student test scores, proctoring and scoring tests, student attendance, purchase or modification, inventory and storage of equipment, and other technical information related to the services and programs offered
3. Attends meetings, conferences and workshops to obtain current procedural and other information and participates in division and department planning activities as needed
4. Makes presentations to small and large groups to publicize services and programs as assigned

5. Under direction of faculty or as the result of a student learning plan, tutors students on problem areas of a designated subject area, demonstrates subject-matter skills, directs students in practical laboratories, and demonstrates equipment techniques
6. Demonstrates safety procedures for use of classroom and laboratory equipment and supplies
7. Trouble shoots operational problems with laboratory and classroom equipment
8. Researches background of subject-matter to maintain current information, and as directed by faculty, compiles and organizes lesson plans and materials for faculty presentation
9. Recommends the modification or purchase of laboratory and classroom equipment
10. Maintains a library of teaching and learning materials
11. Uses a variety of computer software to organize and maintain learning resources and related data, faculty materials, tests, and related data, prepare routine correspondence, reports, publicity and other materials
12. Proctors and scores tests as directed and supervised by faculty
13. Sets up and maintains online and manual files
14. Enters, modifies and retrieves a variety of statistical and other data for special and regular reports as assigned
15. Trains and directs the work of student assistants, clerical and other staff as assigned
16. Performs other duties as assigned

C. Requirements

1. A Bachelor's degree, preferably in the applicable designated subject area
2. Successful work experience of increasing responsibility, preferably in a classroom or laboratory setting, that has included tutoring students
3. Demonstrated skills in respectful, sensitive communication with people of diverse cultures, language groups and abilities
4. Experience with directing the work of others
5. Skill in oral communication, including public speaking
6. Skill in written communication
7. Experience with research, compiling data for and preparation of statistical, narrative, and other reports
8. Skill in multi-tasking, prioritizing workloads, and working independently
9. Skill in the use of a variety of computer software to prepare correspondence and reports from rough draft
10. Skill in setting up and maintaining online and manual files

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires communication with individuals, small groups and large groups; work in close proximity with individuals; comparing data, and interpreting data to others; flexibility, tact and patience; manual dexterity; bending; pulling; pushing; and reaching in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Working knowledge of the specific subject matter(s) taught in the classroom or laboratory
2. Skill in working with diverse adult learning styles
2. Skill in clear and direct oral communication, including public speaking
3. Skill in establishing and maintaining respectful, sensitive communication and working relationships with people at all levels within an organization who are diverse in their cultures, language groups, and abilities
4. Skill in directing the work of others
5. Skill in written communication
6. Skill in performing routine research within a designated subject matter area
7. Skill designing lesson plans using original research and subject matter knowledge and materials
8. Skill in using a variety of computer software to prepare a variety of correspondence, reports, publicity, and other materials

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