



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

INSTRUCTIONAL AIDE I

A Classified Position
Grade 16 – Salary Schedule 60

A. General Statement

This is clerical work involved in providing clerical and related support to faculty and staff in a classroom or educational laboratory setting. Under general supervision, the employee performs a variety of general clerical functions, primarily related to the subject area and using prepared subject matter materials. Public contact is extensive, primarily involving students, faculty, other staff and vendors for the purpose of exchanging procedural information about the classroom or educational laboratory services and programs. A moderate amount of independent judgment and creativity is required to resolve many minor problems that occur, using well-prescribed procedures that exist. Consequences of errors in judgment could be costly in employee time. Instructional Aide I is distinguished from Instructional Aide II by the general clerical nature of its essential functions, the use of well-prescribed procedures, and the close supervision and reduced requirement for subject-matter training. An Instructional Aide I can direct the work of student assistants and other staff 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 policies and procedures associated with a classroom or educational laboratory setting
2. Confers with faculty regarding student materials for use in the classroom or laboratory, computer hardware, software and other equipment and supplies used, student assignments and attendance, proctoring and scoring tests, purchase or modification, inventory and storage of equipment
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 the close direction and supervision of faculty, demonstrates subject-matter skills, directs students in practical laboratories, and tutors students on problem areas of the subject matter

6. Demonstrates safety procedures for use of classroom and laboratory equipment and supplies
7. Trouble shoots operational problems with laboratory and classroom equipment
8. Sets up and maintains classroom and laboratory attendance and usage logs of student participation
9. Confers with faculty and students regarding test results, completion of assigned work, and various attendance-based eligibility criteria
10. Orders books and supplies as directed by faculty or by classroom/laboratory procedures
11. Maintains a library of teaching and learning materials
12. Uses a variety of computer software to organize and maintain faculty materials, tests, and related data, prepare routine correspondence, reports, publicity and other materials
13. Proctors and scores tests as directed and supervised by faculty
14. Sets up and maintains online and manual files
15. Enters, modifies and retrieves a variety of statistical and other data for special and regular reports as assigned
16. Trains and directs the work of student assistants, clerical and other staff as assigned
17. Performs other duties as assigned

C. Requirements

1. Graduation from high school and completion of college coursework, preferably in the applicable designated subject area
2. Successful work experience of increasing responsibility, preferably in a classroom or laboratory setting
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. Skill in multi-tasking, prioritizing workloads, and working independently
8. Skill in the use of a variety of computer software to prepare correspondence and reports from rough draft
9. 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 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 in following detailed written and oral instructions
8. Skill in using a variety of computer software to prepare a variety of correspondence, reports, publicity, and other materials