Long Beach Community College District

Job Title: INSTRUCTIONAL AIDE, ENGLISH DEPARTMENT LAB

SUMMARY
Under the direction of the English Department Head, provide instructional and clerical assistance in an instructional electronic classroom and computer laboratory; assist students in personalized instruction of computer use, cross-platform file transfers, spelling, grammar and vocabulary; assist students in the proper use of equipment and materials; assure the preparation and maintenance of student files and instructional materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assist in the operation and maintenance of a computer-assisted classroom and laboratory; provide assistance to individuals or groups of students according to instructions. Prepare instructional materials and equipment for teachers’ and student use as requested and according to approved procedures.

Assist students with registration procedures required for online classes and distance learning; demonstrate operation and procedures for proper usage of all computer equipment, scanners, and printers in the English Department electronic classroom laboratories.

Assist students in personalized instruction of internet research, library data bases, spelling, grammar and vocabulary; refer students to counseling or tutoring as appropriate.

Maintain English computer labs in a safe, clean and orderly condition; maintain condition and order of equipment and materials; clean computer mice and monitors, notify appropriate personnel of needed equipment repair and replacement.

Maintain a variety of records and files related to the English computer lab including room reservations requests and lab user logs; answer questions and perform a variety of other clerical duties.

Operate a variety of instructional equipment including computer terminals, printers, audio and video cassette players, copier and language and reading assistance programs.

Perform related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Basic Macintosh and PC operation, and file transfers between platforms.
Internet usage for research.
Basic instructional techniques and procedures.
General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
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Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
MLA style for English papers.

ABILITY TO:
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
Learn and demonstrate operation and maintenance of English electronic classroom and computer lab equipment and materials.
Assure the care and security of assigned equipment, materials and supplies.
Perform clerical duties such as filing, duplicating and maintaining records.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school and some related instructional assistance experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The
employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: November 18, 2002
Revised: