Long Beach Community College District

Job Title: INSTRUCTIONAL AIDE, FACS/CD COMPUTER LEARNING LAB

SUMMARY
Under the direction of a Department Head, provide instructional, clerical, and laboratory assistance in an instructional Computer/Learning laboratory. Basic duties would include overseeing the record keeping, upkeep and maintenance of all equipment and supplies. Assist students in personalized instruction of basic and more complex functions on the computer using programs specific to Family and Consumer Studies and Child Development. Assist students in the proper use of equipment and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assist in the operation and maintenance of a computer/learning laboratory; provide assistance to individuals or groups of students.

Demonstrate proper operation and use of equipment and materials.

Assist students with online courses.

Assist students in personalized instruction of specific computer software and hardware.

Check out and maintain laboratory resources, such as videos and books.

Proctor examinations.

Prepare instructional materials and equipment for teacher and student use as requested and according to approved procedures.

Maintain FACS/CD laboratory in a safe, clean and orderly condition; maintain condition and order of equipment and materials; notify appropriate personnel of needed equipment repair and replacement.

Maintain inventory of supplies and machine parts; determine what equipment and supplies the lab needs.

Maintain a variety of records and files related to Learning Lab activities including student logs, video library, and periodicals.

Operate a variety of instructional equipment including computers, printers, scanners, and audio and video cassette players.

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 instructional techniques and procedures.
General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
Inventory and record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Computer software programs to include, but not limited to: Microsoft Office, Adobe Illustrator, Photoshop, and PrintShop.
Basic computer troubleshooting and repair skills, on both IMB and Macintosh computers.
Basic networking on both IBM and Macintosh computers.

ABILITY TO:

Instruct first-time computer users in the use of the Internet and Microsoft Word.
Instruct and assist students in the basic functions of Microsoft Office including Word, Excel and Access, the Adobe Illustrator program, and be able to troubleshoot when errors are made.
Create complex, multi-formatted documents and diagnose common student errors.
Assist students in researching information on the Internet.
Become rapidly proficient in department-specific programs and applications, such as SnapFashun, Diet Analysis, Glidden Home Color, and Dietetics Certification programs.
Assist students with online courses.
Set up and maintain a work group for sharing files and peripherals.
Use desktop publishing program to create department documents, postcards and flyers and scan and clean up department images and documents.
Assess and inventory equipment and supplies needed in the lab, research prices and submit proposals of recommendations for purchase.
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
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.
Job Title: INSTRUCTIONAL AIDE, FACS/CD COMPUTER LEARNING LAB
Continued

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: December 2, 2002
Revised: