CLASSIFICATION
Instructional Assistant, Language Arts

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, provides instructional and clerical assistance in an instructional Language Arts laboratory; assists students in acquisition and improvement of any of the four language skills (reading, writing, speaking and listening); assures the preparation and maintenance of student files and instructional materials and supplies; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assist in the operation and maintenance of the Language Arts labs, assists students in personalized instruction of basic language acquisition concepts related to the four language skills (reading, writing, speaking, and listening); demonstrates and assists student in the proper operation and use of equipment and materials; maintains labs in a safe, clean and orderly condition; follows safety protocols to operate in lab and office environment without injury or damage to equipment; set up and collect equipment needed for classes; clean and replace equipment used.

2. Works with and tutors individual and small groups of student within Language Arts assigned areas; provides technical instruction and support to students and instructors on computer hardware, standard business or other software/equipment related to the acquisition and improvement of the four language skills (reading, writing, speaking, and listening) as required.

3. Prepare equipment, materials, supplies and training aids for classroom instruction and student laboratory assignments; assist instructors in planning for and conducting class sessions; prepare training aids for class sessions; demonstrate techniques, processes, and methods; demonstrate student laboratory exercises.

4. Schedules and oversees the use of one or more instructional laboratories in foreign language, ESL, reading and English, by students, faculty and staff. Explains to students the established instructional laboratory policies; issues and receives materials and equipment for student use in laboratory, keeps records, and effects the return of supplies and equipment checked out to students; maintains laboratory attendance and progress records; instructs students in the use and operation of a variety of equipment found in the various Language Arts laboratories.

5. Assists instructional staff by participating in the selection, adaptation, and development of student study aids, organizing reference and resource materials, and providing observations of the problems
encountered and progress being made by students using a laboratory as part of their educational program.

6. Assist in the preparation of requisitions to maintain an inventory of equipment, tools, materials and supplies; maintain budget, fiscal purchasing and inventory records; pick up and distribute mail.

7. Performs a variety of administrative and clerical duties, as assigned; develops and maintains a variety of program/department records, rosters, reports and other documents; maintains class records for individual instructors; collects and maintains designated data; participates in enrolling students in assigned courses according to established procedures; drafts clear, concise and accurate written materials, including course marketing flyers; answers telephones; orders budgeted office and instructional supplies and materials; schedules appointments; complete data reporting sheets for online reporting; collect registrations, fees and participants’ forms; notifies appropriate personnel of needed equipment repair and replacement.

OTHER DUTIES

1. Assists faculty in conducting special projects.

QUALIFICATIONS

Knowledge of:

1. Basic instructional techniques and procedures.

2. Acquisition and improvement of the four language skills (reading, writing, speaking, and listening).

3. Capabilities of computer systems, software, and hardware common to instructional laboratories in foreign language, ESL, reading and English.

4. Safe work methods and safety regulations pertaining to work.

5. Proper methods of storing equipment, materials and supplies

6. Principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation.

7. General office practices and procedures, and equipment.

8. Record-keeping techniques.

Ability to:

1. Provide instructional reinforcement to individuals and groups of students in Language Arts areas accurately and clearly answer students’ subject matter questions.

2. Demonstrate work processes, methods and techniques to students clearly and effectively.

3. Train students in the operation of learning materials and equipment found in a Language Arts instructional laboratory
4. Operate a personal computer and work station.
5. Assure the care and security of assigned equipment, materials and supplies.
6. Estimate necessary amounts of materials and equipment to complete assignments.
7. Follow, demonstrate and enforce safe work practices, safety precautions, and safety policies and procedures when working with students and student workers.
8. Perform clerical duties such as filing, duplicating and maintaining records.
9. Plan and organize work.
10. Understand and follow oral and written directions.
11. Communicate clearly and effectively, both orally and in writing.
12. Work cooperatively with others.
13. Meet schedules and timelines

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate’s degree with major coursework in a Language Arts discipline and at least one year of experience working with college-age students in a Language Arts learning center or similar environment; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

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

**Physical Demands**
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.
**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, faculty, staff, students and others encountered in the course of work. The employee may occasionally be required to interact with disruptive or abusive students.

**WORK ENVIRONMENT**

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

The employee works in a learning center/lab or classroom-type setting, and the noise level can be moderately loud.