



## **INSTRUCTIONAL ASSOCIATE**

**SALARY GRADE:** [C1-45](#)

### **DEFINITION:**

Under the direction of an assigned supervisor, assist in the instructional program by performing technical work in an instructional learning environment for a vocational or academic subject area. Coordinate lab class programs and other instructional facilities and materials of the assigned area of learning; select and oversee the performance of student tutors and others.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist in the instructional program by performing technical work in an instructional learning environment for a vocational or academic subject area; exercise judgment and initiative in coordinating lab class programs and other instructional facilities and materials of the assigned area of learning.
2. Oversee the day-to-day operations of assigned instructional lab.
3. Develop, explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; present information to students in a logical, accurate and interesting manner; assist in developing course materials.
4. Select and oversee the performance of student tutors; establish and monitor lab schedules for instructional personnel, tutors and students as assigned; train and provide work direction to assigned personnel.
5. Assist instructors, staff and students in the use of a variety of equipment, materials and supplies in an instructional laboratory setting; design, modify and enforce lab procedures and policies; advise faculty on new or upgraded instructional systems.
6. Order, receive, catalog and store supplies, materials and equipment.
7. Prepare and maintain a variety of files, records and reports as assigned, using word processing and spreadsheet programs; develop individual reports for students as required by assigned program.
8. Maintain learning environment in a safe, clean and orderly condition; make minor repairs and adjustments to equipment as needed.
9. Maintain student records to assess progress of students; administer, evaluate and score tests, projects and assignments as directed by the instructor.
10. Provide information on available resources to students; encourage student participation and advise students regarding learning materials available; respond to student problems, questions and complaints.
11. Operate and instruct others in the use of a variety of technical or specialized equipment related to area of specialty.
12. Attend a variety of meetings as assigned.
13. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Subject matter of assigned area of learning.
2. Instructional and tutorial techniques.
3. Basic reference materials and effective study techniques.
4. Machines, tools, and equipment of the area of learning.
5. Record-keeping techniques.
6. Modern office practices, procedures and equipment.
7. Proper methods of storing equipment, materials and supplies.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Assist in the instructional program by performing technical work in an instructional learning environment for a vocational or academic subject area.
3. Instruct or tutor students effectively.
4. Set up, design and operate assigned departmental equipment with skill.
5. Understand, interpret and apply department rules, policies and technical materials relating to assigned field.
6. Plan, schedule, train and review the work of student tutors.
7. Provide instructional assistance and technical advice to students independently on the availability and uses of instructional materials and equipment.
8. Communicate effectively both orally and in writing.
9. Operate a variety of equipment related to area of learning including specialized and highly technical equipment and machinery.
10. Establish and maintain cooperative and effective working relationships with others.
11. Prioritize and schedule work.

### **Education and Experience**

Any combination equivalent to:

1. Associate's degree in field of expertise or related field.
2. Three (3) years related instructional experience.

### **LICENSES AND OTHER REQUIREMENTS:**

1. Some positions in this class may require first aid training.

### **WORKING CONDITIONS:**

#### **Environment:**

1. Busy laboratory or classroom environment.
2. Constant interruptions.
3. Noise.

#### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and assigned equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.

5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

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