



INSTRUCTIONAL ASSOCIATE

Reports to:	Dean		
Dept:	Various	Range:	25
FLSA:	Nonexempt/Extended Day	EEO:	Technical and Paraprofessional

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, assist within an instructional program by performing complex technical work in an instructional learning environment for a highly technical or complex vocational or academic subject area; exercise judgment and initiative in coordinating labs and other instructional facilities and materials of the assigned area of learning; oversee the work of other support staff and student workers; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

An Instructional Associate is distinguished from an Instructional Assistant in that an incumbent in the former class assumes greater responsibility for more technical aspects of a learning program, perform at a skilled level with a considerable degree of independence and operate various and complex apparatus, equipment and machines. An Instructional Associate must possess extensive technical or academic training and experience in the field of specialty and provide work direction and training to student workers and Instructional Assistants.

ESSENTIAL DUTIES & 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. Develop, set up, explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; present information to students and instructional personnel in a logical, accurate and interesting manner; provide information on available learning resources.
2. Assist instructors, staff and students in the use of a variety of technical and specialized equipment, materials and supplies in an instructional laboratory setting, including computer hardware and software applications and hand and power equipment and tools applicable to an assigned instructional area; design, modify and enforce lab procedures and policies; issue and check in tools and equipment to students and others.

3. Monitor students in class work procedures; encourage student participation; check student work; demonstrate safety and emergency procedures in classroom, lab and workshop situations; ensure security of lab materials, equipment, machinery and computers.
4. Establish and monitor lab schedules; set up and supervise labs; prepare and issue materials; dispose of materials, check in tools, equipment and materials; maintain appropriate records.
5. Provide work direction and training to Instructional Assistants and student workers or interns; verify payroll records; ensure that Instructional Assistants and student workers possess applicable licenses or certifications required to perform duties to be assigned.
6. Develop or assist in developing department budgets; research and interview vendors; coordinate purchases and other expenditures; monitor accounts and request transfer of funds as appropriate; maintain records and prepare related reports.
7. Order, receive, catalog and store instructional supplies, materials and equipment; direct and participate in inventory of equipment and materials, ensuring that adequate quantities are available for use, as required; mark equipment with approved identification; provide technical assistance in the preparation of specifications for equipment and material purchases; research vendors to assess new equipment and supplies and recommend selections as requested.
8. Maintain learning environment in a safe, clean and orderly condition; make and/or coordinate complex or technical repairs and adjustments to equipment and tools, some of which may be potentially hazardous such as kilns, automotive shop equipment and sculpture, woodworking and foundry equipment; monitor student use and provide guidance to ensure sound techniques and safe operations; answer technical questions; enforce lab/studio/shop procedures and policies; create specialized tools, instruments, equipment or facilities as needed.
9. Operate and instruct others in the safe and effective use of a variety of technical or specialized equipment related to area of specialty including computers, specialized equipment and software, and hand and power tools and equipment, as required.
10. Demonstrate safety and emergency procedures in a lab/studio/shop setting; ensure the safe storage, use and disposal of hazardous and toxic materials; post and update Materials Safety Data Sheets to ensure compliance with district safety policies and procedures, as required.

As Assigned to Nursing and Allied Health

11. Program and maintain patient care simulators, prepares scenario props, and creates scenario moulage to model physiological responses to the clinical and skill objectives and specifications identified by instructional staff. Restores laboratory to pre-scenario conditions as instructed.

OTHER DUTIES:

1. Stay abreast of trends and advancements in applicable subject area and make recommendations to faculty on instructional changes and new technologies and equipment that should be considered to ensure continued relevance of learning programs.
2. Participate in the planning, design and construction of department instructional facilities.
3. Assist in developing recruitment programs for prospective and continuing students; assist in recruiting students for assigned programs through industry organizations, committees and area high schools as assigned.
4. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Subject matter areas at an advanced level applicable to area of assignment including, where applicable, concepts, work methods and processes, tools and equipment used in the subject area.
2. Advanced methods and practices of student instruction and tutoring.
3. Methods and procedures for diagnosing and resolving minor computer hardware/software and equipment problems in a classroom or laboratory environment.
4. District policies, practices and procedures for budgeting, purchasing and materials management.
5. Basic reference materials and library research techniques.
6. Recordkeeping methods and techniques.
7. Modern office practices, procedures and equipment.
8. Interpersonal skills using tact, patience and courtesy.
9. Safety policies and safe work practices applicable to the work, including those applicable to an assigned lab/studio/shop including the safe mixing, storage, use and disposal of hazardous chemicals and biohazards.
10. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

As Assigned to Nursing and Allied Health

11. Current and emerging healthcare instructional technologies and associated equipment, tools and products, including high-, mid- and low-fidelity mannequins and associated simulator and computer equipment.

12. Nursing and healthcare situations and their suitability and application in the implementation of scenario-based simulation, web and e-learning applications and tools.

ABILITY TO:

1. Provide effective instructional support to faculty and guidance to students in subject matter areas applicable to area of assignment.
2. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
3. Read, understand, interpret and apply department or college rules, policies and technical materials relating to assigned field.
4. Instruct or tutor students effectively to foster enthusiasm for learning; accurately, thoroughly and clearly answer students' subject matter, equipment use and technology questions.
5. Properly set up, operate and demonstrate the correct and safe operation and use of tools, materials and equipment used in assigned subject area.
6. Train, demonstrate, inspect, enforce and monitor safe work practices and safety compliance by instructors, staff, student employees and students in a lab/shop/studio environment with potentially hazardous equipment and toxic substances.
7. Plan, schedule, train and review the work of student assistants.
8. Analyze situations accurately and adopt effective courses of action.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Operate a computer and standard business software.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

A bachelor's degree in area of specialty and one year of related work experience; or an associate degree and four years of related work experience; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Certain assignments require specialized certifications and/or licenses relevant to that field.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Instructional Assistants, student workers and volunteers.

CONTACTS:

Faculty, students, coworkers, vendors, other departments and members of the community.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent standing, walking, bending and stooping; frequent lifting and/or carrying of objects weighing 50 pounds or more; ability to operate equipment and hand and power tools applicable to assigned areas of responsibility; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily indoor office, classroom, instructional lab/studio/shop environments; may be subject to equipment and chemical hazards, fumes, loud noise, dust, extreme temperatures; subject to frequent contact and interruptions by individuals in person or by phone; intermittent exposure to angry and/or verbally aggressive individuals; may be required to work during day and/or evening hours on an as-needed basis; may work at any college location.