

INSTRUCTIONAL ASSISTANT

NATURE OF WORK

This is responsible work in assisting in significant phases of the instruction of students in undergraduate courses.

Employees of this class work under the general direction of a faculty member and perform such instructional assistance as demonstrating and guiding students in a science laboratory, serving as a language monitor in a language laboratory, or work of comparable complexity and weight. Work embraces the demonstrating of correct procedures, correcting and guiding students in the laboratory, correcting experiments and tests, and ensuring the effective operation of the laboratory period. Instructions are received from a faculty member in the form of written schedules and oral instructions. Work is performed with relative technical independence. Supervision may be exercised over graduate or undergraduate assistants. Work is reviewed by observation of results obtained and through conference with the faculty member in charge.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares laboratory for experiments; checks for sufficient laboratory equipment and supplies.

Assists students to set up apparatus; demonstrates correct procedures for using apparatus and conducting experiments; assists students when needed; gives introductory talks in laboratory.

Grades, records, and returns laboratory experiments; answers questions on experiments.

Monitors language laboratory; listens to individual students and corrects pronunciation and provides other assistance as necessary; corrects examination tapes; records master tapes and compiles other curriculum materials.

Calculates and averages grades; assesses progress of students; prepares final grades list; keeps attendance records.

Enforces safety precautions; assists students in securing first aid.

Attends meeting of faculty and other instructional assistants for planning experiments.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in assisting with the conduct of the laboratory in the area of assignment; graduation from an approved college or university with a degree in the subject of assignment; or any

equivalent combination or experience and training which provides the following knowledge, abilities, and skills:

Knowledge of the subject matter of the area of assignment as evidenced by a degree.

Knowledge of the appropriate laboratory techniques and practices.

Some knowledge of instructional techniques and grading systems.

Ability to work harmoniously with students, faculty, and staff.

Ability to perform assigned tasks according to prescribed instructions.

Ability to express ideas clearly.

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Confirmed: 2004.01.05