CLASS TITLE: INSTRUCTIONAL ASSISTANT - MULTI-CLERICAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist students and instructors in office occupations courses; assist in the preparation of instructional materials and perform related clerical duties as assigned.

REPRESENTATIVE DUTIES:

Assist students in assignments related to various office occupation courses such as word processing. E

Assist students individually or in small groups, reinforcing or following-up on instructions provided by the instructor. E

Explain concepts, principles and terminologies to students. E

Assist in the preparation of instructional materials; perform a variety of general clerical duties such as typing, filing, maintaining attendance and student information and progress on appropriate forms and records and duplicating instructional materials. E

Consult with vendors concerning supplies and equipment maintenance and repair; maintain inventory of needed supplies. E

Assist in the administration and scoring of tests and class assignments; assist instructor in the evaluation and placement of students. E

Assure the maintenance and cleanliness of equipment, labs and classrooms. E

Train and provide work direction to student workers. E

Operate a variety of office equipment including computers, printers, projectors, copiers, calculators, and transcribing machines. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional methods and techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
INSTRUCTIONAL ASSISTANT – MULTI-CLERICAL (continued)

Proofreading skills
Basic math
General needs and behavior of students of various ethnic, racial and cultural backgrounds.
Record-keeping techniques
Oral and written communications skills
Operation of assigned instructional equipment
Computer operation and word processing software

ABILITY TO:

Assist students in understanding and applying basic principles of the subject area to which assigned
Advise students in the proper operation and use of assigned instructional equipment
Explain work assignments to students
Type at 35 net words per minute from clear copy
Speak clearly and distinctly
Understand and follow oral and written directions
Operate office equipment such as computers, tape recorders, transcribing machines, copier, electronic typewriter and duplicator as assigned
Operate audio-visual equipment and projector
Plan and organize work
Make arithmetic calculations quickly and accurately
Learn quickly to apply specific rules, policies and procedures of program to which assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college level course work in multi-clerical and some paid clerical experience, some experience working with students in an organized setting is desirable.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to demonstrate skills in a second designated language.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional clerical lab environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office equipment
Sitting for extended periods of time
Hearing and speaking to communicate with students and staff
Seeing to observe student behavior and performance
Reaching to retrieve and file records