

College of the Siskiyou
Job Description

Job Title: Instructional Asst.- Bio. & Nat. Sci.

FLSA: Non-Exempt

Group: Classified

Salary Class: I

Salary Schedule: Classified

Job Summary

Under the general direction of the science instructors, and reporting to the Area Director, assist in the preparation and administration of instructional materials in the science area, and provide technical assistance to students in the science area.

Essential Duties and Responsibilities include the following

Prepare, set up, and clean up chemistry, biology, and physics laboratories.

Maintain a safe laboratory environment and work with chemical and biological materials according to prescribed safety standards.

Assist instructor in executing plans for the science area; supervise students, where appropriate, in the execution of these plans.

Work with instructor/supervisor concerning instructional materials and equipment needs for assignment; lay out materials and equipment.

Maintain an inventory of instructional supplies, chemical and biological materials. Supervise chemical stockroom for Natural & Applied Science and arrange for and operate audiovisual equipment.

Participate in meetings which focus on the needs of students; set up work areas and prepare materials and equipment needed.

Understand and operate computers and computer software specifically related to the discipline involved.

Confer with instructor(s) and or supervisor on a regular basis regarding services, activities and progress in the science area.

Attend staff development and in service training programs as appropriate.

Provide training and direction to work study students; oversee and assess performance of work study students.

Maintain a level of proficiency in the science area as appropriate.

Assist academic staff by working, upon request, with small groups of students or an individual student in the science area.

Assist in performing clerical tasks such as typing, filing, work processing, and records of attendance.

Maintain required records and provide those records with the instructor and/or supervisor.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to the completion of approximately one to two years of college level course work in the science area and recent experience in planning, and preparing for the science program.

Recent experience in planning and preparing in the science area.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.

Knowledge: Knowledge of the basic functions and procedures associated with a classroom laboratory environment ; instructional materials and objectives used at specific levels; application of instructional materials and equipment ; basic arithmetic concepts; basic clerical skills; computers.

Ability: Ability to work under supervision; demonstrate an understanding, patient and receptive attitude toward learning; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; perform simple clerical tasks and operate standard office machines and audiovisual equipment; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate technological equipment; communicate satisfactorily in both oral and written form; meet requirements associated with the tasks; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; must be able to lift a minimum of 25 pounds; occasional standing or walking; periodic handling of light to moderate weight objects . Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Job Description Approved: 4/98