

**College of the Siskiyous
Job Descriptions**

Job Title: Instructional Assistant, Reading Lab

FLSA: Non- Exempt

Group: Classified

Salary Class: I

Salary Schedule: Classified

Job Summary

Under the general direction of the Reading Lab Supervisor, assist in tutoring students and preparing and distributing instructional materials in a specialized and assigned area.

Class Characteristics

Perform varied instructional services related to tutoring students and the preparation and distribution of instructional materials and equipment. Receive limited supervision within a broad framework of standard policies and procedures

Essential Duties and Responsibilities include the following

Perform one on one tutoring services with Learning Disabled and ESL intermediate to advanced students including required lab work and computers; sign-off completed work.

Assist Reading Supervisor by working, upon request, with small groups of students or an individual student in a specific area.

Print materials and create documents needed by the Instructor; maintain tracking of paperwork upon completion of printing.

Develop individual lesson plans for one on one tutoring; prepare folders/prescriptions for reading lab students; grade papers and enter grades into the computer

Schedule one on one session for appropriate students.

Assist Reading Lab students in required Lab work including computers; sign off on completed work.

Maintain required records of progress and share those records with the instructor and/or supervisor.

Provide assessments in specific area; recommend placement for students in work place and/or classes.

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

Set-up work areas and prepare materials and equipment needed; assist students with paperwork from other departments.

Maintain level of proficiency in the assigned area as directed by the academic dean, academic center, or work area as assigned.

Give Financial Aid tests; figure results; report to Financial Aid.

Understand and operate computers and computer software; learn new programs; troubleshoot and inform reading lab personnel where appropriate.

Maintain an inventory of instructional supplies and materials and arrange for and operate audiovisual equipment.

Work with ESL students.

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

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 two years of college level course work in the instructional area to which assigned and one to two years experience which provided knowledge and skills in planning, developing, and preparing for an instructional program.

Knowledge: Knowledge of the basic functions and procedures associated with a classroom environment including learning, motivation and perceptions; instructional materials and objectives used at specific levels; application of instructional materials and equipment as they apply to individual differences; basic needs and requirements of students in the area to which assigned; 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; occasional standing or walking; periodic handling of light to moderate weight parcels or supplies. 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.