

**College of the Siskiyous
Job Description**

Job Title: Instructional Support Specialist 2 – Writing

FLSA: Non-Exempt

Group: Classified

Salary Level: 8

Salary Schedule: Classified

GENERAL SUMMARY

Under the general direction and supervision of the Basic Skills Coordinator, assist students and faculty in the acquisition and reinforcement of writing skills and perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Maintain a high level of college writing skills and the ability to appraise writing strengths and weaknesses as appropriate. Receive limited supervision within a broad framework of standard policies and procedures.

Assist students in all aspects of creating, outlining, researching, writing, and editing of written work.

Create lab handouts and research guides for use by the Writing Lab and other instructors on campus.

Respond to students' questions regarding writing skills required for college.

Appraise students' writing abilities; develop and assign appropriate remediation; evaluate improvement.

Assist campus instructors in the development of grading criteria for course writing assignments.

Visit classrooms and explain Writing Lab hours and processes.

Present workshops on rhetorical writing skills; guest lecture in courses on college-level writing and research papers.

Participate in flex development and presentations.

Maintain lab supplies and lab handouts.

Work with college faculty on research paper guidelines; serve as available resource to campus faculty.

Edit and maintain Writing Lab Home Page on the internet.

Assist students in learning and using word-processing, file management and basic skills software.

Review, order, and maintain software for computer assisted basic skills remediation.

TRAINING AND EXPERIENCE

Minimum Qualifications:

1. Any combination of experience and training equivalent to the completion of one to two years of college level course work in English or a related area.
2. One to two years experience working with students.

Preferred Qualifications:

1. Associate's degree or higher degree in English with an emphasis in composition and/or rhetoric.
2. One to two years working as a tutor or instructional aide, or related area in the area of English with an emphasis in composition and/or rhetoric.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the basic functions and procedures associated with a classroom environment including learning, motivation and perceptions.

Knowledge of instructional materials and objectives used at specific levels.

Knowledge of application of curriculum as it applies to individual differences.

Knowledge of basic needs and requirements of students in the area to which assigned.

Knowledge of advanced writing skills and concepts.

Knowledge and in-depth understanding of the relationship between content, organization, and mechanics of writing.

Knowledge of basic clerical skills, computers and related software.

Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness.

Ability to demonstrate an understanding, patient and receptive attitude toward student learning.

Ability to perform simple clerical tasks and operate standard office machines and related equipment.

Ability to communicate satisfactorily in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.

Ability to perform arithmetical calculations with speed and accuracy.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk or stoop. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

Indoor work environment – normal temperature.

CONTACTS

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved: 2/07

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.