

**College of the Siskiyous
Job Description**

Job Title: Laboratory Assistant

FLSA: Non-Exempt

Group: Classified

Salary Class: B

Salary Schedule: Classified

Job Summary

Under the general direction of an Instructor or Area Director, assist in the preparation and administration of instructional materials, and tutorial assistance to students, in an assigned area.

Assigned Areas may include, but are not limited to: Reading Lab, Writing Center, Automotive Technology, Business, Mathematics, Drama, ESL, Health, Learning Skills, Music, Radio, Television, Tutoring and Writing Center.

Class Characteristics

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

Essential Duties and Responsibilities include the following

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

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

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

Work with instructor/supervisor in development of grading criteria for course assignments; visit classrooms; orient students to particular Lab functions, process, and hours.

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

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

Understand and operate computers and computer software specifically related to the discipline involved; review, order and maintain software for computer-assisted basic skill remediation.

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

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

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

Attend staff development and in service training programs as appropriate

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. AA preferred

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 clerical tasks and operate standard office machines and audiovisual equipment; use appropriate and correct English, spelling, grammar and punctuation; proficient in the specialized field to which assigned; 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.

