**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: INSTRUCTIONAL LAB ASSISTANT, INTERMEDIATE RANGE 20**

**SUMMARY:**

Under the direction of an assigned supervisor, perform a variety of clerical and advanced instructional support functions to assist in the overall operation of a specific instructional area. Assignments in this classification provide clerical and advanced instructional lab support for one of the instructional support areas described below:

**INSTRUCTION PROGRAMS:**

**ART Studio Labs:**

Perform duties required to assist in the configuration, operation, and maintenance of art studios (2D, Design I, Watercolor, Oil Painting, and Figure Drawing studios, etc.). This position requires knowledge of lighting set-ups and tear-downs, still life set-ups, and furniture configurations (as needed by each Instructor). This position also requires the applicant to oversee Open Studio Lab hours (approximately 18 hours per week), clean tables (and taborets), scour sinks weekly, and assist students in the operation and use of the Rotatrim paper cutters and beveled matt cutters. Applicant should be able to perform office duties that support the Art Department as a whole (to help organize the annual Student Fine Art Exhibition, etc.).

**ASL Aide:**

Under the direction of the ASL Discipline Coordinator, the American Sign Language aide will assist students in the development of their sign language skills and assist faculty with the program activities.  Examples of duties include individual and small group skill development both receptive and expressive, final project coaching, preparation and distribution of ASL materials, basic computer and camcorder instruction, filming student practice sessions using installed and portable camcorders, DVD and videotape duplicating, maintaining final project storage files, and checking for plagiarism.  Related duties as assigned.  Minimum qualifications include advance abilities in expressive and receptive American Sign Language, two years of experience in a college-level American Sign Language program (either paid or volunteer), or, any equivalent combination of experience, training, or education.

**Auto CAD (Computer Aided Drafting):**

Perform duties required to provide instructional assistance to individual students or groups of student in a classroom or laboratory environment to facilitate advanced level learning. Requires specialized knowledge of Auto CAD software and related skills/techniques to explain advanced concepts and guide students in development of desired skills and attainment of defined competencies.

Perform duties required to assist in the operation of Auto CAD application systems of networked computers in instructional computing lab. Requires specialized knowledge of Auto CAD software programs to answer questions from students regarding procedures that reside on the Instructional Computer Network.

**Computer Labs:**

Perform duties required to assist in the configuration, operation and maintenance of networked and stand-alone computers in various instructional computing labs and learning resource centers. Requires specialized knowledge of computer hardware and software, including peripheral devices, to answer questions from students regarding procedures associated with the operation of the Instructional Computer Network and applications which reside on the Instructional Computer Network.

**Desktop Publishing:**

Perform duties required to provide instructional assistance to individual students or groups of student in a classroom or laboratory environment to facilitate advanced level learning. Requires specialized knowledge of Desktop Publishing software and related skills/techniques to explain advanced concepts and guide students in development of desired skills and attainment of defined competencies.

**DSPS (Disabled Students Programs & Services):**

Perform duties required to provide instructional assistance to student(s) with disabilities in the Disabled Students Programs and Services (DSPS) High Tech Center environment to facilitate advanced level learning. Requires specialized knowledge of assistive software and related skills/techniques to explain advanced concepts and guide students in development of desired skills and attainment of defined competencies. Requires specialized knowledge of assistive software programs to answer questions from students regarding procedures associated with the operation of the specialized adaptive equipment and accessibility software applications.

**ESL Aide:**

Under the direction of the ESL program coordinator, The ESL aide will assist the any instructor teaching two levels simultaneously. The aid will assist with lab orientations, when possible. Examples of duties include individual and small group skill development both receptive and expressive, preparation and distribution of ESL materials, basic computer and camcorder instruction, filming student practice sessions using installed and portable camcorders, DVD and videotape duplicating, maintaining final project storage files. Clerical duties as needed. Related duties as assigned.

**Math Labs:**

Perform duties required to provide instructional assistance to individual students or groups of students in a mathematics laboratory environment to facilitate advanced level learning. Requires specialized knowledge of math software and related skills/techniques to explain advanced concepts and guide students in development of desired skills and attainment of defined competencies; perform duties required to assist in the configuration, operation and maintenance of networked computers in the mathematics computing laboratory. Requires specialized knowledge of mathematics software programs to answer questions from students regarding procedures associated with the operation of the Instructional Computer Network and applications which reside on it.

**Music Labs:**

Perform duties required to assist in the configuration, operation, and maintenance of the Midi Lab and Recording Studios. This position requires knowledge of the basic hardware configuration of all music labs and studios. This position also requires the applicant to oversee open lab hours (approximately 18 hours per week), and assist students in the use of the Music Media lab and practice rooms. Applicant should be able to perform office duties that support the Performing Arts Department as a whole (preparing for concerts, etc.)

**Reading Aide:**

The Reading Aide will be responsible for organizing, maintaining, duplicating securing and distributing the reading materials in the Reading Distribution Room. The aide will also assist in notifying students about the accuracy of their responses to reading selection questions, when possible he/she will answer individual students questions about these responses and will show the students specific reading comprehension strategies to use in the future. Likewise, the aide will post reading scores on the students’ reading logs. Related duties as assigned.

**Writing Center:**

Under direction of, and in conjunction with, the faculty Writing Center Director, the Writing Center Coordinator will see to the smooth functioning of the Writing Center, promote it within and without the department, and maintain and advance Center technology and resources. Among other duties as assigned, the coordinator will set tutoring schedules based on available budgets, oversee tutors and work-study employees, handle payroll, order supplies, maintain technology, and maintain and expand print and electronic resources for tutors, faculty, and students. This individual will arrange class visitations to promote the Center, handle and/or forward student complaints, and conduct staff meetings. Related duties as assigned.

**ESSENTIAL FUNCTIONS:**

Assist instructors or other college support staff in preparation of instructional materials or equipment for classrooms and labs.

Assist students in the classroom or other instructional environment to ensure proper use and care of instructional materials and equipment.

Operate computers, terminals, printers, and specialized equipment for area of assignment.

Assist in coordinating use of lab and other educational facilities assuring the availability of appropriate supplies and equipment.

Familiarize students witharea of assignment assisting them to facilitate the learning process.

Operate a variety of equipment commonly found in area of assignment.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

**SECONDARY FUNCTIONS:**

Maintain currency of qualifications for area of assignment.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern principles, practices, procedures and equipment used in assigned area, including telephone techniques and etiquette.

Application of instructional/tutorial procedures and practices for assigned area.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Learn policies, procedures, activities, programs, along with other state and federal laws, as required in assigned area.

Operatepersonal computers and other office and lab equipment used in assigned area.

Maintain educational equipment in proper working order.

Perform a variety of lab tests and area demonstrations to ensure appropriate use of equipment and software used in assigned area.

Understand and follow oral and written directions.

Maintain records and files.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

**EDUCATION:**

Graduation from high school and any combination of education and experience equivalent to college level course work in area of assignment or closely related field.

**EXPERIENCE:**

Increasingly responsible experience in area of assignment including public contact. Some experience in the use of instructional equipment or tools used in assigned area is preferred.

**WORKING CONDITIONS:**

Instructional lab, classroom, or other educational facilities environment. May be subject to lifting, standing, and occasional bending and stooping depending on area of assignment. May be required to lift up to 40 pounds.

November 1996

Rev: 10/99

Rev: 09/01

Rev: 03/03

Rev.9/06

Rev. 6/08