Instructional Assistant

Job Title: Instructional Assistant
Reports to: Department Chair/Program Manager
FLSA Status: Non-Exempt
Level: 116
Position Class: C9963

Job Summary:
Supervises an open instructional laboratory (or other educational environment) under the supervision of professional faculty or staff. Organizes and maintains equipment and materials, tutor students, consults with faculty and assists Department Chair in the general coordination of the instructional laboratory.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Assists professional teaching faculty in a learning laboratory and serves as a resource person to tutor and remediate students in the skills required for the discipline.

2. Instructs students enrolled in courses requiring laboratory classes. Plans curriculum and administers lessons, orders and provides materials for laboratory classes each semester. Provides grades to appropriate faculty within College required time frames.

3. Maintains laboratory or educational equipment, assuring readiness for use daily. Arranges for repairs as necessary. Coordinates and instructs students in proper use of equipment.

4. Maintains laboratory facilities in good working order by keeping equipment clean and reports equipment failures to appropriate College department.

5. Maintains inventory of instructional materials, maintains records and replenishes as needed.

6. Administers and grades tests and performs other instructional tasks as assigned by division director, department chair, lab manager or faculty member assigned as supervisor.

7. Assists with scheduling and other record keeping requirements as assigned.

8. Assigns work and trains lab assistants and/or student assistants as required.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate Degree or equivalent from two-year college or technical school and four years’ experience in related field; or Bachelor’s degree from four year college or university and one year experience; or equivalent combination of education and experience. Previous experience tutoring and/or teaching college students is preferred.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance. (Except in math and science labs.)

  In math and science labs, the following is required:

  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills**
  Intermediate knowledge of word processing, spreadsheets, internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, database and other College required software. Must remain current with technology changes.

- **Certificates and Licenses**
  N/A

**Responsibility for People and Property:**
Responsibility for routine maintenance of lab equipment. Performs work as “lead” employee for laboratory staff and students.
Responsibility for Communication:

- **Internal Contacts**
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

- **External Contacts**
  Frequent contact with vendors; occasional contact with prospective students, general public, and professionals appropriate for discipline.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   RESPECTFUL
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   RESPONSIVE
   - Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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