

TEACHING ASSISTANT

DEFINITION

Under general supervision, provides complex one-on-one and small group instructional support services to students identified as high-risk, requiring skills development in specific curriculum area(s); provides tutorial assistance to students enrolled in the District's courses.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Learning Assistance. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an advanced journey-level classification responsible for providing a variety of complex tutorial support services to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assigned area of responsibility. This classification is distinguished from the lower classifications of Learning Lab Assistant in that it performs more difficult and complex duties requiring a higher level of skill, education, and more years of experience.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides instructional support services for students enrolled in the District's basic skills reading, writing, and mathematic courses.
2. Provides one-on-one instruction and instruction to small groups of students in the Learning Assistance Center (LAC).
3. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
4. Participates in staff development activities and works with educational staff to incorporate remediation strategies within specific curriculum areas.
5. Assists students and faculty with the use of services provided in the LAC; ensures proper use of tutorial services and the Center; monitors student activity according to established policies and procedures.
6. Advises, provides guidance, and prepares and delivers presentations on programs and services provided by the LAC.
7. Ensures work areas within the Center are maintained in a clean and orderly condition.
8. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment.
9. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
10. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

11. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
13. Prepares and delivers oral presentations related to assigned areas as required.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, principles, theories, practices, and procedures related to the programs and services offered by the LAC.
3. General methods and procedures for preparing course materials.
4. Methods, practices, and techniques of assessing student learning and providing one-on-one and small group instruction.
5. Modern office practices, methods, and computer equipment and applications related to the work.
6. Record keeping principles and procedures.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Create an engaging and positive learning environment.
5. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
6. Estimate and order required supplies and equipment.
7. Establish and maintain filing, record keeping, and tracking systems.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Operate modern office equipment including computer equipment and software applications programs.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Understand scope of authority in making independent decisions.

12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to an Associate's degree from a regionally accredited college in liberal arts or related field; and
2. Two (2) years of experience working in a classroom, tutorial, or similar setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023