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| **INSTRUCTIONAL AIDE** | | | | |
| **Reports to:** | Assigned supervisor |  |  |  |
| **Dept:** | Various departments |  | **Range:** | 10 |
| **FLSA:** | Nonexempt |  | **EEO:** | Secretarial/Clerical |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, provide classroom support for students, assist instructors in various instructional support tasks, including assisting with the preparation of teaching materials, maintaining records, setting up equipment, and providing technical support. Perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Set up classrooms or labs by making copies, preparing computers for classroom use, handing out and collecting academic support materials and instructional equipment/software, checking students in and out, and follow appropriate closing procedures for the classroom or labs including, but not limited to, shutting down computers, logging off tracking system and clearing desk areas.
2. Provide support for students as requested by faculty. Assist students with the selection and use of appropriate academic support, books and materials, computers, printers, audio visual and other equipment. Demonstrate use of teaching aids and/or equipment to students.
3. Provide support for students in the use of District-supported learning environments, such as the learning management system (LMS), website, and student information system.
4. Greet students, instructors and visitors; call students, take messages, provide information or redirect inquiries to appropriate staff members. Communicate with faculty regarding any student questions or challenges.
5. Assist as needed in proctoring assessments and charting student progress. Under faculty direction, may assist with scoring, markings of tests and record keeping with the use of a rubric.

### OTHER DUTIES:

1. Assist students in a computer lab in using computers and the internet to complete classroom assignments.
2. Support students individually or in groups, reinforcing or following up on instructions provided by the instructor; explain concepts, principles and vocabulary to students.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Modern office practices, procedures and equipment. Including computers and applicable software programs.
2. Basic knowledge of specific instructional area to which assigned.
3. Basic math.
4. Recordkeeping techniques.
5. Interpersonal skills using tact, patience and courtesy.
6. Safety policies and safe work practices applicable to the work.
7. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
8. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

### ABILITY TO:

1. Assist students in understanding and applying basic concepts and content of the subject area to which assigned.
2. Support students individually and in small groups.
3. Speak English clearly and distinctly and speak a second designated language as required.
4. Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
5. Make basic arithmetic calculations quickly and accurately.
6. Maintain records and prepare reports.
7. Work as a member of a team.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Operate a computer and standard business software.
11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
12. Establish and maintain effective working relationships with all those encountered in the course of work.
13. Project a professional, constructive, stable, and positive attitude..

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and at least one year of general experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

Not applicable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Students, faculty, coworkers, supervisor, community members and agencies.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary with intermittent standing, walking, bending or stooping; occasional light lifting, carrying, pulling and/or pushing of objects weighing up to 35 pounds; ability to work at a computer for extended periods, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel and/or drive to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities. Ability to demonstrate patience while working with others.

**WORKING CONDITIONS:**

Primarily works in indoor instructional lab or classroom environments. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours. Work assignment may include weekends. Occasional local travel may be requested to transport supplies and materials between instructional sites.