

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT -ENGLISH WRITING LAB**

#### **BASIC FUNCTION:**

Under the supervision of the Associate Dean of Language Arts and the guidelines of the English Faculty they provide instructional assistance to students in the English Writing laboratory.

#### **REPRESENTATIVE DUTIES:**

The Instructional Assistant will tutor individually or in groups; students who are enrolled in English 51 and 105 in the areas of basic grammar, development of paragraphs, the writing process and methods to improve their writing skills. (E)

Operate the instructional computers in the English writing lab and assist students on the operation of the computers. (E)

Confer with student assistants and tutors about student needs and progress; confer with instructors concerning student progress. (E)

Maintain records and prepare reports such as student progress reports, attendance records and grade sheets. (E)

Attend staff meetings to discuss strategies and curriculum in the writing lab. (E)

Perform other related duties as assigned.

#### **KNOWLEDGE OF:**

English and basic academic skills.

Instructional methods and techniques for English writing instruction.

Oral and written communications skills.

General needs and behavior of students of various ethnic, racial and cultural backgrounds.

Computer operation and set up of instructional software.

Record-keeping techniques.

District organization, operations, policies and objectives.

Principles and practices of work direction and training.

Available published resources in area of language arts and basic skills.

#### **ABILITY TO:**

Operate computers and set up instructional software.

Understand and follow oral and written directions.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Informally evaluate and recommend appropriate instructional materials.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree with emphasis in basic learning skills and language arts areas and one year of experience in adult-level skills development programs. Additional appropriate experience may be substituted for two years of education on a year for year basis.

**ENVIRONMENT:**

Indoor work environment.