

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSOCIATE - BASIC SKILLS/GED - COLLEGE SUCCESS

BASIC FUNCTION:

Under the direction of an assigned Dean or designee, provide instruction and assistance to students in Basic Skills/GED, computer operations, instructional software and basic academic skills; develop lesson plans and activities to implement curriculum.

REPRESENTATIVE DUTIES:

Present Basic Skills/GED curriculum to groups of students in lab and classroom settings including, but not limited to: reading, writing, grammar, vocabulary, math, writing and supplemental instruction. (E)

Develop lesson plans and activities to implement curriculum; coordinate instructional materials and assignments with instructors; recommend goals and improvements as appropriate. (E)

Evaluate student work; assist with and provide instruction to students regarding assignments; administer, grade and record assignments. (E)

Record student progress and attendance; prepare and maintain related records and reports; evaluate student needs; confer with instructors regarding student progress. (E)

Operate instructional equipment including computers, computer networks, educational software, copiers, printers and audio-visual equipment. (E)

Review and recommend purchase of instructional materials. (E)

Prepare and distribute instructional materials. (E)

Troubleshoot and monitor computer problems in labs. (E)

Revise course descriptions as directed.

Perform related duties as assigned.

KNOWLEDGE OF:

Laws, rules and regulations related to assignments.

Record-keeping techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Language arts or math, computer operations and basic academic skills.

Instructional methods and techniques.

Computer assisted instruction, word processing software and network applications.

Needs and behavior of students of various ethnic, racial and cultural backgrounds and with mental and physical disabilities.

ABILITY TO:

Provide instruction and assistance to student in Language Arts or math, computer operations and basic academic skills.

Develop lesson plans and activities to implement curriculum.

Operate instructional computers, software and audio-visual equipment.

Evaluate student needs and recommend appropriate instructional materials.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in language arts, math or related field and two years full-time experience in adult-level skills development program.

ENVIRONMENT:

Classroom, lab and/or office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.