POSITION DESCRIPTION
Under general supervision and in consultation with a faculty member, implement prescriptive programs for students based on assessment data, provide work direction to tutors, perform related duties as required. The Instructional Assistant IV in this class provides instructional and technical support to faculty members by assessing students’ academic skills and needs, and/or by implementing (or providing work direction to tutors in the implementation of) instructional programs with students individually or in small groups.

RESPONSIBILITIES INCLUDE
Duties may include, but are not limited to:
- Interview incoming students and recommend referral for assessment or instruction.
- Administer, score, record, and report results of standardized assessment instruments for evaluation of academic skills and needs.
- Recommend, develop, or revise instructional methods and materials.
- Assist students in the use of instructional technology and appropriate software.
- Assemble and/or administer individualized worksheets and tests; correct assignments and explain or record results.
- Assist students with class assignments.
- Coordinate and assign work of student tutors and assistants.
- Organize, prepare, and store instructional materials.
- Monitor, record, and report student attendance and progress.
- Consult with instructors, counselors, and college staff on behalf of students.
- In conjunction with the Resource Specialist of the Center, may provide technical coordination for hourly employees.

DISTRICT QUALIFICATIONS
- Bachelor’s degree from an accredited institution in a discipline related to the activities of the Student Success Center to which assigned.
- Experience working in a learning lab, tutorial center, learning resource center, or the equivalent.
- Knowledge of:
  - Principles, techniques, and materials used in the instruction of students in foundation courses, or in the instruction of those students who have learning difficulties.
  - The administration, scoring, and interpretation of standardized tests.
  - The needs of students with limited English proficiency, learning disabilities, or academic deficiencies.
  - Appropriate software applications.
- Ability to:
  - Understand and relate to students of various academic, socioeconomic, cultural, religious, disability, and ethnic backgrounds.
  - Work without direct supervision and make decisions as appropriate.
  - Establish and maintain effective working relationships with students, faculty, and staff.
  - Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

SPECIAL CONDITIONS
Working Hours: 7:30 a.m. – 4:30 p.m., Monday through Friday.

APPLICATION PROCESS
Applications must be completely filled out in detail. The application package must include a District application, resume, and copies of transcripts (photocopies or printouts are acceptable; copies of diplomas/degrees are NOT acceptable). Do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 10-month, classified bargaining unit position. Starting date: as soon as possible. Range 15 of the CSEA Salary Schedule, with a starting salary of Step A, $3,250.00/month; progresses over time to $4,573.00/month. Excellent benefit package.