



Instructional Assistant- English

Class Code:
IS-0011

Bargaining Unit: Represented Non-Management
Classified Employees

SANTA MONICA COLLEGE
Established Date: Nov 9, 2006
Revision Date: Jan 22, 2008

SALARY RANGE

\$19.24 - \$23.39 Hourly
\$1,539.23 - \$1,871.08 Biweekly
\$3,335.00 - \$4,054.00 Monthly
\$40,020.00 - \$48,648.00 Annually

CONCEPT OF THE CLASS:

Positions in this classification assist students with reading and writing English through testing and tutoring students to help them achieve academic success.

ESSENTIAL DUTIES:

Assesses students' composition and reading skill needs and provides specialized tutoring, individually and in groups.

Assists students with specific classroom assignments related to English grammar, composition, and reading.

Administers, proctors, and grades tests to evaluate the level of the students.

Explains work assignments made by instructors and reviews students' completed assignments.

Checks and corrects grammar on writing assignments.

Maintains accurate and detailed records of students' individualized learning programs and progress.

Records, and keeps logs of student attendance in the lab.

Demonstrates the proper operation and care of the lab equipment.

Performs clerical duties such as preparation of files and filing, answering phones, and recording attendance, grades, and assignments.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION:

Supervision Received:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of English grammar, composition, and reading at the college level.

Knowledge of principles, techniques, and procedures of student tutoring.

Knowledge of materials and equipment used in the Writing, Reading, and English Labs.

Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, and data management.

Ability to assess students' learning skill and needs.

Ability to assist students in learning and applying the concepts, principles, and terminology of English grammar, composition, and reading.

Ability to explain work assignments to students.

Ability to demonstrate the use of lab materials and equipment.

Ability to administer, proctor, and score tests, individually and in small groups.

Ability to communicate effectively with instructors, students, and staff.

Ability to understand and carry-out oral and written instructions.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Education Requirement:

Successful completion of eighteen (18) semester hours of college coursework in English, including grammar, composition, and reading.

Experience Requirement:

One (1) year of experience tutoring students at college level English.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.