

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

www.frc.edu

INSTRUCTIONAL ASSISTANT – INSTRUCTIONAL RESOURCE CENTER

DEFINITION:

Under the general supervision of the VP of Instruction/CIO, the instructional assistant works closely with the Program Coordinator to fulfill the mission of the Instructional Resource Center. The instructional assistant is responsible for providing general instructional assistance in all disciplines, assisting in the recruitment, training, and scheduling of tutors, communicating with faculty regarding student progress, maintaining student records, assisting in the development and maintenance of instructional resources and performing related duties as assigned.

CLASSIFICATION:

- FLSA Hourly
- Classified – CSEA
- Date Modified: July 2022

DISTINGUISHING CHARACTERISTICS:

This person assists students with course content and effective learning strategies and maintains a friendly, supportive atmosphere for students, staff, faculty, and the public. The individual organizes tutoring to help students succeed in their courses and provide an opportunity for student employment. This position involves assisting students with varying skill levels, learning styles, and disabilities and requires strong communication, interpersonal, and computer skills.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Provides instructional support in all subject areas
- Tutors/mentors students individually and in groups
- Encourages a growth mindset and positive habits of mind that help students take ownership of their learning
- Assists in recruiting, training, scheduling, and supervising tutors
- Determines and implements effective approaches to individual student needs and evaluates student progress
- Uses relevant technology to support students (e.g., Microsoft Office, Canvas)
- Plans and facilitates workshops
- Assists in developing handouts and other learning resources to help students develop effective academic and life skills
- Directs students to available departments and resources on campus
- Assists in developing and disseminating promotional materials
- Participates in professional learning development and organizations to maintain an understanding of current ideas, research, and practices for learning assistance and student success strategies
- Assists in the development of policies and procedures for the effective operation of the Instructional Resource Center
- Establishes quick rapport with and maintains effective working relationships with faculty, staff, and students, including those with special needs
- Performs other duties as assigned

Knowledge of:

- English grammar, composition, spelling, and punctuation
- Basic mathematics and science
- Student success strategies
- Pedagogical methodologies, teaching and learning theories
- Methods and techniques of individual and group learning
- Basic computer operations and keyboard use

Skill in:

- Providing individual and group learning assistance
- Utilizing pedagogical methodologies
- Determining effective approaches to student needs and evaluating progress
- Communicating clearly with others
- Engaging in creative problem-solving
- Organizing and prioritizing workload and customer needs

- Working independently
- Establishing and maintaining effective customer service
- Use of computer software for data management and word processing
- Preparing and maintaining a variety of records, forms, or reports
- Working effectively with diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and staff
- Establishing and maintaining effective working relationships with others, including individuals with special needs

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university
- Two years closely related experience in teaching or tutorial learning assistance/academic support service

DESIRABLE QUALIFICATIONS:

- Strong communication, interpersonal, and computer skills
- Experience working with confidential documents
- Coursework in mathematics, life or physical sciences
- Community college experience preferred
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

PHYSICAL CHARACTERISTICS: The physical abilities with or without reasonable accommodations involved in the performance of essential duties are:

- Vision to read student work, computer screens, and other academic materials
- Hearing and speech ability to communicate effectively with individuals or groups
- Manual dexterity to operate computer keyboards and manipulate books, papers and other instructional materials