DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work assisting disabled and non-disabled students in learning the subject of stamp making.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist disabled and non-disabled students in assignments related to stamp making.
2. Tutor students individually or in small groups, reinforcing or following up on instruction provided by instructors.
3. Explain concepts, principles, and terminologies to students.
4. Advise students in the proper operation of instructional equipment.
5. Assist classroom instructor in preparing materials and equipment for use by students.
6. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
7. Control the circulation of instructional supplies, materials, and equipment to students and instructors.
8. Perform clerical duties and maintain records and files.
9. Provide information to students, instructors, and others as requested.
10. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
General needs and behavior of disabled and non-disabled students of various ethnic, racial, and cultural backgrounds.
Instructional methods and techniques.
Operation, maintenance, uses, and characteristics of a variety of materials and equipment used in stamp making.
Oral and written communications skills.
Principles and practices of cooperative work relationships.
Print and computer generated type-setting.
Record keeping techniques.
Safety regulations involving field of specialty.
Technical aspects of stamp making.

Skills and Abilities:
Assist students in understanding and applying basic principles of stamp making.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Explain work assignment to students.
Maintain confidentiality.
Meet schedules and time lines
Plan and organize work.
Prepare materials and maintain records.
Sensitivity to individuals who are disabled.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.
Work with typesetting and computer and darkroom equipment.

Training and Experience:
Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to stamp making and completion of sufficient specialized training to perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves a classroom setting.