

## Citrus College

## Position Description

Position: Instructional Lab Assistant I	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to:	Salary Range: 21

### Summary

Provides tutorial and technical assistance to students either in a classroom or extended or walk-in laboratory setting, who are involved in non-credit or pre-college course work, or who work under the guidance of a Technician in a credit area. Tasks performed require technical competence in the subject taught.

### Essential Duties and Responsibilities

- Tutors and instruct individual students and small groups of peer-level students in a laboratory or classroom-type setting to develop and increase basic English skills. Reinforces and reintroduces information and materials presented in class and introduces alternative or expanded information not presented in class to enhance student understanding.
- Assesses students' current knowledge, understanding, and experience to determine what presentation will inspire comprehension of the subject matter. May use techniques such as, but not limited to analogies and examples of concepts related to current materials and/or life situations.
- Instructs students in laboratory procedures and in the purpose and use of laboratory materials, including programmed instruction, reading machines, calculators, and laboratory libraries. Instructs students in the use of computers, including computer basics and access of educational software packages/applications.
- Reviews tests with students, determine which concepts were misunderstood, and assigns additional work to help enhance understanding of course content. May advise students on techniques for alleviating test anxiety.
- Assesses and/or grades homework and adjust assignments for students to enhance learning. Maintains records of student progress and problems.
- As assigned, orient and assist students in the purpose and use of various English and ESL laboratory materials, including programmed instruction, audio/visual laboratory consoles, and computer-aided instruction.
- Tutor students in laboratory procedures, providing technical assistance to students, and assisting assigned faculty members, as necessary.
- Assists students to improve and increase language skills by tutor students on an individual and small group basis in a laboratory or classroom setting to facilitate learning and understanding of concepts of the English language.
- Tutors and instruct students in learning and test-taking strategies (e.g., flash cards, study guides, test-taking techniques, coping with stress, and otherwise alleviating test anxiety).
- Performs regular and recurring clerical functions. Ensures that students sign in to the laboratory. Prepares orientation, and testing schedules. Organizes for easy access and use, and may rewrite learning materials. Maintains files of answer keys, answer sheets, laboratory instructions, modules, charts, and signs.
- Serves as a liaison between the student and instructors and tutors. Keeps instructors apprised of student progress. May assign a student tutor whose skills match the needs of the client student.
- Reads and maintains up-to-date familiarity with materials used in multiple subjects.
- May proctor tests in the absence of the instructor.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires working knowledge of a range of high school and lower division courses including, but not limited to, Math, English, and Writing.

Requires a working knowledge of the range of materials that can be used to enhance or supplement learning.

Requires working knowledge of tutorial and instructional techniques.

Requires a working knowledge of computer-aided instructional techniques and general purpose and software applications that enhance learning.

Requires knowledge of at skill at test and problem writing.

Requires knowledge of and skill in using proper English grammar, vocabulary, syntax, spelling and punctuation.

Requires sufficient human relations skill to convey technical concepts to others and to facilitate a small group learning process.

Requires a basic knowledge of standard and common office clerical practices.

### ▪ **Abilities**

Requires the ability to carry out all the responsibilities of the job including general instruction support, providing general education tutoring and instruction for adult students of diverse backgrounds, abilities, and skill levels.

Requires the ability to make informal presentations to small peer groups, for example study groups.

Requires the ability to relate positively to students in a teaching/learning environment, develop and maintain effective working relationships, and recognize learning disabilities and make the appropriate referrals for assistance.

Requires the ability to independently solve problems with student homework and test results in pre-college courses.

Requires the ability to listen actively and effectively, identify and solve problems; facilitate learning for students, and build student confidence in general learning ability.

Requires the ability to communicate effectively both orally and in writing, speak in a clear and concise manner, and follow oral and/or written instructions.

Requires the ability to supervise students, administer tests, and perform general clerical tasks.

Requires the ability to operate computer hardware and utilize software applications that are dedicated to the subject matter.

### ▪ **Physical Abilities**

Requires sufficient ambulatory to move to workstations.

Requires sufficient arm, hand, finger dexterity in order to use a personal computer keyboard and other office equipment.

Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.

Requires visual acuity to read numbers and words and to observe students perform tests and assignments.

### ▪ **Education and Experience**

Requires an Associate's degree with adequate concentration in English to tutor in the subject and prior experience tutoring students. Familiarity and fluency with a foreign language may be required.

### ▪ **Licenses and Certificates**

May require a valid driver's license.

### ▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist from physical labor.