

College of the Redwoods

Position Description

Position: Instructional Support Specialist II	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 114

Summary

Under the technical direction of one or more members of the faculty or an instructional administrator, provides assistance to students involved in various laboratory settings designed to further their knowledge in a specific discipline. Administers homework, tests, or simulation situations to support learning and student lab requirements.

Essential Duties and Responsibilities

- Works with students individually or in class-sized groups to enhance their learning. Provides direct assistance in the use of equipment and materials needed for instruction as well as orienting students to the laboratory. Sets up established laboratory experiences for students as required by course outline or faculty direction.
- Assists instructors in the classroom/laboratory concurrently with lecture or discussion. May perform more dangerous and/or complex procedures for students.
- Instructs individual students and small groups in study skills that contribute to their ability to maintain pace in the classroom.
- Receives study modules from faculty members, then provides tutoring to individual or small groups of students.
- Administers homework assignments, learning simulations, tests, and quizzes to students as provided by instructors. Corrects tests and homework and assigns grades based on instructor' guidelines, reviewing corrected tests and homework results with students.
- Acquires, maintains and inventories equipment, materials, supplies, live specimens, and written materials required for student instructional needs. Performs repairs on equipment and learning assistance devices. Checks out and maintains control over tools, equipment, supplies, and materials used by students. May be required to maintain contact with appropriate vendors.
- Over the telephone or in person provides students, staff, instructors and the public with information relating to specific programs. May take messages for students or instructors who are working in the area. May copy materials for distribution for students.
- Maintains records of laboratory activity, including typing forms or inputting data or otherwise retaining information regarding the acquisition, maintenance and distribution of tools, equipment, materials, supplies, and/or written materials.
- Provides for the general cleanliness and security of the laboratory or work area. Handles and disposes of harmful or hazardous materials according to specific instructions relating to their disposal. Participates in providing a safe environment for the conduct of the

laboratory. Reports maintenance problems as they occur.

- Oversees the work of student helpers. Coordinates their activities in support of the instructional goals. Trains student helpers in appropriate technical aspects of their work. May maintain records for pay purposes.
- Performs other related duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires knowledge of the principles, practices, procedures, and techniques of the assigned subject area (e.g., accounting, sciences, language, and writing). Requires a working knowledge of instructional methods and techniques. Requires a working knowledge of laboratory procedures, organization, equipment, tests, experiments, and simulations. Requires a working knowledge of the handling and treatment of harmful chemicals, substances, and equipment, depending on the type of lab. Requires sufficient reading, math, and writing skills to perform individual and small group tutoring. Requires sufficient human relations skill to facilitate learning with small groups and to convey technical concepts to others. Requires sensitivity to the needs and behaviors of student of various ethnic, racial, and cultural backgrounds.

▪ Abilities

Requires the ability to carry out the responsibilities of the position including delivering instruction to small groups, designing and setting up laboratory assignments, experiments, simulations, and tests, as well as student projects. Must be able to maintain the lab and equipment in a safe and organized manner, including the handling of hazardous materials and equipment as required for some labs. Requires the ability to instruct in person and virtually through online platforms in the use of equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Must be able to coordinate the activities of work study students.

▪ Physical Abilities

Requires sufficient ambulatory ability to move to work stations. Requires good 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

The position requires an associate's degree and two years of experience in a laboratory, learning support, or equivalent environment. Additional higher education may substitute for experience.

▪ Licenses and Certificates