

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Instructional Assistant

DATE PREPARED: Fall 1991

DATE REVISED: Fall 2002; Fall 2004; Fall 2006; Spring 2009;
Summer 2012; Summer 2013; Summer 2014;
Fall 2016

GENERAL SUMMARY:

Performs instructional support functions. May include any of the following: clerical duties, distribution and inventory of lab materials/equipment, minor repairs, and equipment demonstration.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Prepares laboratory equipment and materials for lab oriented courses.

Assists instructor with individual and small group instruction for lab experiences at the introductory level or in non-transfer courses.

Assembles, provides word processing, creates and maintains databases, and/or reproduces tests, handouts, syllabi, and educational aids as deemed necessary.

Checks out lab materials, tapes, instructional booklets, etc. Maintains usage records and monitors material return.

Performs periodic examination of equipment and material, reporting damage to appropriate person. May requisition lab supplies. Assists with periodic lab inventory.

Demonstrates procedures and use of equipment and materials.

May grade objective exams using answer key or electronic scanning equipment under the direction of the instructor in charge. May administer timed tests in self-paced open lab environments.

May process human resource forms such as timesheets and leave forms, etc.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

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.

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PHYSICAL EFFORT REQUIRED: - continued

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

- Graduation from high school or equivalent and one year of experience in a related subject and field.
- Varying degrees of required knowledge of computer applications depending on instructional area.
- Oral and written communication skills to communicate with individuals from diverse backgrounds and varying levels of DCCCD staff.
- Knowledge and experience in providing effective customer service.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

previous range: T02
ccp/09-02/revised
ccp: 08/23/04; revised
ccp: 09/06-rje; revised
revised: 04/2009-ccp
revised: 08/2012 – emm
revised: 07/2013 – emm
revised: 09/2014 – emm
revised: 12/2016 - emm
ADA/tmm 9.18.18