

RANGE N02

**JTC NO. T35
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Instructional Support Associate

DATE PREPARED: Fall 1996

DATE REVISED: Fall 2003; Fall 2007; Spring 2009; Fall 2011; Summer 2012; Summer 2013; Spring 2015; Fall 2016

GENERAL SUMMARY: A non-teaching position that assists full-time and part-time instructors in the illustration and reinforcement of class lecture material. Develops and administers lab exercises/experiments (varying by program area/discipline) which assist to reinforce and illustrate instructor lectures and meet course objectives through practical experience. Works closely with students and faculty in lab settings or in electronic formats, which require advanced oral and written communication skills and knowledge in the subject area(s) assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Prepares laboratory experiments/exercises (varying by program area/discipline) necessary to demonstrate learning experiences taught by course instructor in lecture environment.

Assists students through clarification of course assignments, lectures, tests and lab exercises through direct interaction in a lab setting environment, or via electronic communication for distance learning courses.

Works with students individually and in small groups to select and use the instructional resources to demonstrate assignments. May be responsible for mail-outs of assignments and/or resources to students specifically for students taking on-line courses.

Troubleshoots minor equipment repairs utilized in the specific lab(s) assigned; may coordinate major repairs with vendors or college repair department.

Occasionally instructs credit classes in the absence of the assigned instructor.

Assists instructor through selection of tests from test banks, typing of tests, administration of exams, and recording grades (on grade rolls or online). May participate in development of curriculum/resources (e.g. syllabi, course outline).

Participates in faculty meetings to discuss new and/or re-vamp program goals and objectives as they relate to the lab(s).

May participate in periodic inventory of capital equipment.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

May be responsible for maintaining lab supplies, preparing materials requisition, receiving and storing functions.

May maintain a variety of related records and provide information required for decision-making.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies. Most incumbents report to an Instructional Dean/ Instructional Division Chair. Second level supervisor is usually the Vice President of Instruction.

PHYSICAL EFFORT REQUIREMENTS:

Most incumbents work with light, easy to handle material. Some incumbents may occasionally be required to work with moderately heavy equipment/material weighing up to 75 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associates degree and two years of experience in a teaching environment **or** high school graduate plus four years of directly related experience in teaching, tutoring or training.
- Advanced knowledge of computer technology to access data, maintain records, generate reports and communicate with others.
- Some instructional areas may require greater degree of knowledge based on instructional programs.
- Incumbents are required to have knowledge of the safe use and disposition of hazardous chemicals.
- Excellent oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD staff.
- Strong knowledge and experience to provide effective customer service.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***