



Instructional Assistant-Math

Class Code:
IS-0014

Bargaining Unit: Represented Non-Management
Classified Employees

SANTA MONICA COLLEGE
Established Date: Nov 9, 2006
Revision Date: Jan 22, 2008

SALARY RANGE

\$20.79 - \$25.27 Hourly

CONCEPT OF THE CLASS:

Positions in this classification assist students in the Math Laboratory by assessing their skill level and providing individualized tutoring in order to help them to achieve academic success.

ESSENTIAL DUTIES:

Assesses students' math skills and needs, and provides specialized individual tutoring to students

Assists students with specific classroom assignments related to mathematical problem-solving, and comprehension of basic mathematics concepts

Reinforces the terminology, concepts, and problem-solving techniques presented to students in the classroom

Assists students with the use of computer based mathematical problem solving tools, and calculators

Reviews students completed assignments to determine specific learning needs

May assist instructors in assessing student progress

Performs other related duties as requested or assigned

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION:

Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Mathematics, including arithmetic, algebra, trigonometry, and first-year calculus

Knowledge of principles, techniques, and procedures of tutoring

Knowledge of materials and equipment used in the Math Lab

Knowledge of computer based mathematical tools

Ability to assess students' individual learning skill and needs

Ability to assist students in learning and applying basic principles of mathematics

Ability to communicate effectively with instructors, students, and staff

Ability to understand and carry-out oral and written instructions

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS:

Education Requirement:

Successful completion of eighteen (18) semester hours of college level coursework in mathematics, including algebra, trigonometry, and first-year calculus.

Experience Requirement:

One (1) year of experience tutoring students in Mathematics.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Disclosure:

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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.