

INSTRUCTIONAL ASSISTANT, LANGUAGE ARTS

DEFINITION

Assist students to improve and develop reading, speech, and writing skills required to meet the demands of a college-level course of study through technical tutorial assistance in English fundamentals; and monitors and maintains one or more instructional laboratories.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional reading, speech, and/or writing skills laboratories by students, faculty, and staff.
- Explains to students the established instructional laboratory policies.
- Instructs students individually and in small groups by providing tutorial assistance in English fundamentals such as vocabulary, spelling, grammar, punctuation, dictation, and reading comprehension and speed.
- Instructs students in the use and operation of a variety of equipment found in an instructional laboratory—such as controlled readers, Language Master Machine, CD players, and computer assisted instruction software.
- Schedules tutors as needed.
- Administers standardized tests to identify a student’s achievement level and to diagnose needs related to the improvement of language skills.
- Scores tests and maintains statistical records of individual and group results and progress.
- Assists instructional staff by participating in the selection, adaptation, and development of study aids, organizing reference and resource materials, and providing observations of the problems encountered and progress being made by students using a laboratory as part of their educational program.
- Corrects and evaluates textbook assignments, workbook assignments, written exercises, and reports associated with the improvement of a student’s language skills.
- Advises students on methods to improve general study habits such as scheduling study time, taking lecture notes, and preparing for examinations.
- Issues and receives materials and equipment for student use in laboratory, keeps records, and effects the return of supplies and equipment checked out to students.
- Maintains laboratory attendance and progress records.
- Maintains inventory records of supplies and equipment and prepares periodic inventory reports and requisitions.
- May develop instructional handouts to aid students in their learning process.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Language Arts**, applies knowledge of English fundamentals to a broad range of duties related to the day-to-day operations of instructional laboratories which include assisting students to improve reading skills, speaking patterns, and writing abilities through programmed remedial work in a laboratory setting; the preparation and proper use of equipment and study aids and storekeeping functions.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from an academic supervisor. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of effective written expression including spelling, punctuation, grammar, and construction
- The reading process and reading improvement techniques and resource materials used to develop basic reading skills such as vocabulary, comprehension, and speed
- Standard tests used for the diagnosis of reading and writing skills deficiencies
- Methods and techniques used in guiding individual students through programmed remedial course work
- Capabilities of computer systems, software, and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Adapt tutorial methods and course work to meet individual student needs
- Train students in the operation of learning machines and audio-visual equipment found in an instructional laboratory
- Work effectively and cooperatively with students and instructional staff
- Communicate effectively both orally and in writing
- Give clear and concise instructions
- Keep detailed and accurate records
- Effectively utilize computer hardware and software
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university with a major in English, speech, or a closely related field. Course work in the methods and techniques of tutoring and tutoring experience is desirable.