



Classification Title: Instructional Support Specialist - Math

Department:	Math	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	4/2024
Supervision Given:	Direction and Guidance	Last Revision:	4/2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides instructional assistance to math faculty and students or in a math instructional laboratory or learning center environment; oversees day-to-day activities of assigned labs; provides lead oversight to short-term and student employees assigned to the labs; provides tutoring services to students in subjects ranging from basic- to advanced-level mathematics; assists instructors in developing and implementing instructional programs; maintains a clean, safe and orderly learning environment.

DISTINGUISHING CHARACTERISTICS.

Instructional Support Specialist – Math is distinguished from Senior Instructional Support Assistant and other specialized Instructional Support Specialist classes by its responsibility for performing complex, specialized work in support of Math department programs. An employee in this class oversees activities of assigned labs or learning centers and provides tutoring services to students in math subjects ranging from basic- to advanced-level mathematics.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees day-to-day activities in an assigned math laboratory or learning center; trains students in the setup, operation, use and maintenance of lab equipment, materials and resources; responds to student questions regarding laboratory procedures and requirements; ensures labs are open and ready for use during scheduled hours and that equipment is in sound working order; ensures lab closing procedures are followed; maintains a clean, safe and orderly learning environment.
2. May participate in selecting, scheduling, training and overseeing the work of student employees assigned to the lab; leads, assigns work; ensures completeness, accuracy and conformance with District/department/lab standards; provides training on work processes and procedures; prepares timesheets for supervisor to sign; assists in maintaining a fair and open work environment in accordance with the District’s commitment to teamwork, mutual trust and respect.
3. Assists instructors in developing new math laboratory learning materials and exercises; participates on committees to evaluate the feasibility of implementing new curriculum and department priorities; develops, explains and demonstrates math instructional materials and techniques.
4. Assists faculty or director with administering assessment tests and quizzes, monitoring students during test administration to ensure integrity of the testing process; scores and enters test results in applicable systems; records test results and forwards to instructors or directors.

5. Provides academic tutoring services to students individually or in groups on math subjects ranging in level from basic to advanced; evaluates students' learning issues and needs to determine appropriate courses of action to enhance their learning skills and techniques; explains math theory and concepts, math applications and math operations applicable to all levels of math classes offered.
6. Interprets and guides students through course and laboratory assignments; aids students in understanding math concepts and developing and applying problem solving techniques appropriate to course content; provides guidance to students on study skills; monitors and reviews student work and assignments and discusses student progress with instructors.

Marginal Functions:

1. Maintains and prepares requisitions to replenish an inventory of consumables and supplies to meet laboratory needs; prepares work orders for the replacement and purchase of equipment.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience providing instructional or tutorial assistance to students in the assigned subject matter area, or one year of related work experience in the assigned subject area.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university.

Preferred Qualifications: Related coursework or degree from an accredited college or university.

Knowledge of:

1. Theory, concepts, principles and operations of mathematics applicable to all levels of courses offered by the District, from basic to advanced.
2. Advanced methods and practices of student instructional support and tutoring.
3. Use and operation of computers with standard business and specialized software applicable to assigned areas of responsibility.
4. Methods and procedures for diagnosing and resolving minor computer hardware and software problems in a classroom or laboratory environment.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Office practices and procedures, including recordkeeping.
7. Sources of instructional support materials and aids to meet the needs of students and faculty in a learning center and/or laboratory.
8. Policies and procedures and safety methods and practices applicable to the assigned laboratory or learning center.

Skill in:

1. Providing effective instructional support and guidance to math students; accurately, thoroughly and clearly answering students' subject matter, equipment use and technology questions.
2. Providing day-to-day administrative support and technical support to instructors in carrying out their responsibilities.

3. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
4. Assigning and inspecting the work of student workers and lower-level staff.
5. Tutoring students with a variety of learning needs for a range of math course levels, from basic to advanced, individually and in groups, including skill in transitioning tutoring approaches and content based on different levels of mathematics.
6. Providing day-to-day technical support for computer hardware, peripherals and software in assigned laboratories/centers.
7. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
8. Operating a computer and other standard business and instructional equipment and using enterprise software and standard business software.
9. Organizing and maintaining a variety of records and files.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
11. Communicating clearly and effectively, both orally and in writing.
12. Maintaining the confidentiality of student records and information.
13. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
14. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee typically works in a classroom and laboratory environment and has extensive contact with students and faculty.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand for prolonged periods; lift or move up to 10 pounds or more; distinguish color; and near visual acuity to operate instruments and read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.