

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSOCIATE - MATHEMATICS

BASIC FUNCTION:

Under the direction of an assigned Dean, or designee, oversee the mathematics tutoring at the assigned center; to include training and monitoring the tutors and being a resource for the tutors; evaluate math software for use in the center and provide assistance and expertise in using the currently adopted math software; provide feedback to the mathematics department regarding the math tutoring program at the center.

REPRESENTATIVE DUTIES:

Provide guidance to tutors on tutoring math. (E)

Evaluate math tutor performance and provide suggestions for improvement. (E)

Be a resource for math tutors. (E)

Evaluate math software for use in the center and be a resource on using the currently adopted math software. (E)

Report to the information technology department or to the software company any persistent problems in using the software. (E)

Review and recommend purchase of instructional materials. (E)

Prepare and distribute instructional materials. (E)

Assist in signing on students to use the math software and monitor student progress. Introduce students to using the math software. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Laws, rules and regulations related to assignments.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematics covering the entire range offered; tutoring techniques for individuals and small groups; computer operations and computer-assisted instruction; and basic academic skills.

Needs and behavior of students of various ethnic, racial, and cultural backgrounds and with mental and physical disabilities.

Computer assisted instruction, word processing software and network applications.

ABILITY TO:

Provide instruction and assistance to math students, guidance to math tutors on tutoring techniques both individual and small groups, and assistance in using the math software for computer-assisted instruction.

Evaluate student needs and recommend appropriate instructional materials.

Operate instructional computers, software and audio-visual equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in mathematics or related field and two years experience in tutoring math (particularly remedial math).

ENVIRONMENT:

Campus tutoring center and/or office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.