

## **MONTEREY PENINSULA COLLEGE**

### **LEAD INSTRUCTIONAL SPECIALIST**

#### **JOB SUMMARY**

Under the supervision of the area administrator, assist students in the acquisition and reinforcement of specific skills and perform duties related to supporting the operations of the assigned program area. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied instructional support services, in a classroom environment, to meet the needs of small groups or individual students.

#### **EXAMPLES OF FUNCTIONS**

##### **Lead Functions:**

Assist with the outreach, recruitment, and scheduling of student tutors in the assigned program area(s) to ensure adequate service coverage.

Collaborate with discipline faculty and program lead(s) to train student tutors using methods appropriate to the disciplines related to the assigned program area(s).

Assist with the collection and submission of monthly time sheets and related documentation for student tutors in the assigned program area(s).

Assist with outreach to appropriate divisions, departments, and classes; provide students with information about program area(s) and services available; provide faculty with information about services available and opportunities for faculty participation.

Assist with development of program area reports and budgets, including student usage data, tutoring hours, and related outcomes.

##### **Instructional Specialist Functions:**

Plan, organize, and assume responsibility for small groups of student tutors on specific subjects, in cooperation with or by assignment from the program supervisor.

Provide supplemental instruction and other instructional strategies to individuals and/or groups of students in one or more specialized areas.

Maintain required records of student and student-tutor progress and review with program supervisor as needed.

Confer with supervisor and/or instructors concerning programs and materials to meet student and student-tutor needs.

Participate in meetings related to the needs of students and student tutors in the instructional support services programs.

Collect and evaluate data regarding students' and student tutors' progress; provide feedback to the supervisor.

Assist in performing related tasks such as writing letters, taking attendance, and correcting/grading tests.

Administer/score/interpret student tests or assist students with self-administered assessments; confer with instructors and supervisor as requested.

Serve as a resource person to teachers; recommend appropriate materials for the subject area; share knowledge of the subject area; use web-based programs and internet search skills as appropriate.

Serve as an information source to students, student tutors, staff, instructors, and the community regarding learning center services as well as academic support available through other learning centers and student service activities.

Select, requisition, and maintain an inventory of instructional supplies and materials; set up work areas and prepare materials and equipment needed; arrange for and operate special classroom equipment as needed.

Develop creative methods and teaching techniques within the suggested framework of the supervisor/ within guidelines of the program.

Assist instructors in the maintenance of specialized skill center operations, tasks, and activities.

Keep routine records of the business of the program

### **Other Duties**

Serve on college committees as assigned and attend division meetings as appropriate.

Attend staff development and in-service training programs as appropriate.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience, and training which would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of approximately two years of college-level course work in the assigned instructional area with demonstrated specific knowledge and skills in that area, and two years of recent experience in an instructional/tutorial role.

### **Knowledge**

Knowledge of: skills and abilities to be reinforced in assigned instructional areas; basic functions and procedures associated with a classroom environment including learning, motivation, and perceptions; instructional materials and objectives used at specific levels; application of curriculum as it applies to individual differences; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; basic clerical skills; word processing, spreadsheet programs, web-based learning programs and internet search skills as needed to fulfill requirements of the job.

### **Abilities**

Ability to: successfully assist students in the acquisition and reinforcement of skills in assigned instructional area; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness; demonstrate an understanding, patient and receptive attitude toward student learning; demonstrate required skills associated with the tasks of the job in assigned subject area; perform simple clerical tasks; use efficiently various types of office and classroom equipment; use web-based learning programs and internet skills as needed; use appropriate and correct English spelling, grammar and punctuation; communicate satisfactorily in both oral and written form; use accurately and efficiently word processing and spreadsheet programs as needed; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

### **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of up to 15 pounds (if assigned to Physical Education up to 45 pounds). Indoor work environment.

**Salary Range: Row 16 on the Classified Salary Schedule**