

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MATH LAB ASSISTANT

BASIC FUNCTION: Under direction of the Division Chair for the Science, Mathematics, and Engineering Division, provide assistance to math students using traditional and computer-assisted mathematics instruction/teaching methods, maintain the math lab in a clean and orderly condition, which supports the instructional program and promotes learning.

REPRESENTATIVE DUTIES:

Oversee and assist students in the use of an instructional mathematics laboratory and maintain a proper study atmosphere.

Assist math students with the assignments from traditional classroom sections, distance education sections, and math lab computer-assisted instruction.

Assist students with various software and hardware related questions.

Configure and maintain computer-assisted instruction.

Assist students with various software and hardware related questions.

Configure and maintain computer application software.

Assist instructors with lab orientation for students as necessary.

Assist tutors with information concerning operation of computers.

Assist the Math Lab Instructional Specialist in determining, supplies, materials, and equipment needs for the lab.

Assist the Math Lab Specialist in training, and overseeing the Math Lab tutoring personnel.

Assist the Math Lab Specialist on monitoring the lab usage and producing reports on a regular basis.

Maintain student time on computer and in the lab, prepare records and inform instructors as needed.

Address problem situations concerning the tutors and their interaction and effectiveness in dealing with students.

Maintain knowledge of current trends and developments in the mathematics field related to computer-assisted instruction.

Maintain competence in field. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, ethnic backgrounds of community college students.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Lower division mathematics courses and mathematics software applications.

Modern office practices, procedures, equipment.

The principles for providing training and work direction. Instructional methods used in the mathematics subject area.

ABILITIES TO:

Communicate effectively both orally and in writing.

Analyze situations and adopt an effective course of action.

Read, interpret, and apply rules, regulations, policies, and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Have awareness of interpersonal skills using tact, patience and courtesy.

Instruct students in the proper usage of computer hardware and software.

Ensure lab security.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and at least one year of college level mathematics classes and one year of general clerical experience involving use of a computer terminal or micro computer.

WORKING CONDITIONS: Duties are primarily performed in an instructional laboratory environment. Incumbents are subject to noise from equipment operation.

PHYSICAL DEMANDS: Duties require the physical ability to see clearly to operate or transport equipment and assist students, identify and distinguish colors, speak clearly and distinctly to provide information to students and staff, hear and understand voices over telephone and in person, stand for long periods of time, use hands and fingers to manipulate assigned equipment, reach with hands and arms, move among students in the laboratory, move and transport instructional materials and equipment weighing up to 35 pounds.