



## Job Description

**Job Title: Instructional Support Associate**

**JTC: T35**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

A non-teaching position that assists full-time and part-time instructors in the illustration and reinforcement of class lecture material. Develops and administers lab exercises/experiments (varying by program area/discipline) which assist to reinforce and illustrate instructor lectures and meet course objectives through practical experience.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Have great degree of knowledge based on instructional programs. Knowledgeable of the safe use and disposition of hazardous chemicals.

Advanced knowledge of computer technology to access data, maintain records, generate reports and communicate with others.

Ability to assist students with instructional resources and assist faculty with administration of exams and recording grades.

Able to maintain the course evaluation database: collects the data, distributes the course evaluation information to appropriate personnel.

Excellent oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD staff. Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares laboratory experiments/exercises (varying by program area/discipline) necessary to demonstrate learning experiences taught by course instructor in lecture environment. Assists students through clarification of course assignments, lectures, tests and lab exercises through direct interaction in a lab setting environment, or via electronic communication for distance learning courses.

Assists instructor through selection of tests from test banks, typing of tests, administration of exams, and recording grades (on grade rolls or online). May participate in development of curriculum/resources (e.g. syllabi, course outline).

Works closely with students and faculty in lab settings or in electronic formats, which require advanced oral and written communication skills and knowledge in the subject area(s) assigned. Works with students individually and in small groups to select and use the instructional resources to demonstrate assignments. May be responsible for mail-outs of assignments and/or resources to students specifically for students taking on-line courses. Participates in faculty meetings to discuss new and/or re-vamp program goals and objectives as they relate to the lab(s).

Troubleshoots minor equipment repairs utilized in the specific lab(s) assigned; may coordinate major repairs with vendors or college repair department. Responsible for maintaining lab supplies, preparing materials requisition, receiving and storing functions. Maintain a variety of related records and provide information required for decision-making.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*