

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - HEALTH CAREERS

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide individual and group instructional services of a paraprofessional nature in a subject area; prepare, distribute and discuss grades and examinations with students; assist in the instructional process of teaching complex patient skills; assist in the instructional computer lab; provide clerical assistance to the teaching staff.

REPRESENTATIVE DUTIES:

Assist or tutor an individual or small group of students in a specific subject area; select, order and distribute instructional materials; answer student questions regarding individual lessons; demonstrate a variety of nursing procedures. *E*

Monitor and assist students in the Allied Health computer lab; maintain and set-up audio-visual and skill laboratory equipment. *E*

Type, distribute and grade tests; record test scores, review results with students; assist instructors with the administration of assessment and placement tests. *E*

Prepare and maintain a variety of records and reports related to assigned activities; prepare computer lab schedule. *E*

Calculate and record grade cards and incomplete grade notices; distribute notices to students concerning lack of attendance or possible course failure; drop students from course. *E*

Maintain instructional supply inventory; order and stock equipment, materials and supplies as needed; recommend equipment repair or replacement as necessary. *E*

Operate a variety of medical and office equipment including a computer. *E*

Answer telephones; provide information to students and faculty concerning the department and tutorial services.

Attend a variety of meetings, workshops and in-service training programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of nursing instruction.

Principles and methods of nursing procedures.

Policies and objectives of assigned program and activities.
Record-keeping techniques.
Modern office practices, procedures and equipment.
Operation of standard medical equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of storing equipment, materials and supplies.
Basic math.

ABILITY TO:

Instruct individual and small groups of students in nursing procedures.
Assist teachers with a variety of programs.
Operate and demonstrate the use of standard medical equipment.
Respond to student requests and inquiries.
Operate a variety of modern office equipment including a computer.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree supplemented by course work in nursing and one year of nursing experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California Vocational or Registered Nurse license.
Possession of, or ability to obtain, a Current Healthcare Provider CPR card.
Possession of, or ability to obtain, an Intravenous Therapy Certificate, if LVN.
Applicants must submit to and pass a drug-screen test as part of their pre-employment physical examination.

WORKING CONDITIONS:

ENVIRONMENT:

Skills and computer laboratory environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent 3. Often = 51-75 percent
2. Occasional = 25-50 percent 4. Very Frequent = 76 percent and above

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
3 b. Ability to stand for extended periods of time.
2 c. Ability to sit for extended periods of time.
4 d. Ability to see for purposes of reading printed matter and observing students.
4 e. Ability to hear and understand speech at normal levels.
4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
3 g. Ability to bend and twist.
2 h. Ability to lift 50 lbs.
2 i. Ability to carry 50 lbs.
3 j. Ability to operate office equipment.
3 k. Ability to reach in all directions.

HAZARDS:

Possible contact with bloodborne pathogens.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.