

## Guidelines for Instructors Using Instructional Assistants for LGI, Labs, etc.

### I. What is an IA?

Under general supervision, an IA assists credentialed instructor(s) by providing tutorial assistance and other instructional support services, and other related duties as required. An IA must have knowledge of the following: principles of tutoring and assisting students at the college level; good written and oral English; record keeping and clerical skills; and college classroom and learning procedures.

### II. What training and experience is required?

- A.A. degree with a major in assigned area; or AA degree with two years work experience in related field; or above average successful completion of courses in related area and one year work experience in a related area; or any combination of training, experience, and a recommendation by the instructor/administrator and approval by their Dean (from RSCCD-Class Specification).

### III. What are the main duties of an IA?

- Provides tutorial assistance to individual and small groups of students.
- Administers and scores objective tests or assignments to measure levels of achievement.
- Performs various clerical duties including recording attendance and performance, filing, and setting up and organizing equipment and supplies.
- Prepares and distributes teaching aids and instructional materials.
- May assist with registration (from RSCCD-Class Specification).

### IV. Guidelines for Instructors

- All work takes place on campus.
- If instructor is absent, the IA cannot work.
- For LGI only: IA cannot work more than the weekly hours allocated for the # of students in the LGI class by census date.
- For LGI only: IA cannot start work until the census date.

# of students on Census Date	# of Weekly IA hours per 3 LHE class
60 - 69	5
70 - 79	5
80 - 89	7
90 - 99	7
100 - 119	9
120 - 139	11
140 & above	13

\*Some positions may require oral and written proficiency in a second language, as measured by tests (from RSCCD-Class Specification).