

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: MATH LAB INSTRUCTIONAL SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Division Chair for the Division of Science, Mathematics, and Engineering, 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:**

Assist math students with assignments from both traditional classroom sections and math lab computer-assisted instruction.

Assist students with various software and hardware related questions.

Install, configure, and maintain computer application software.

Determine supplies, materials, and equipment needs for the lab.

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

Monitor lab usage and produce lab usage reports on a regular basis.

Assist the division in the development and implementation of goals, objectives, policies, and priorities for the lab.

Coordinate repairs and updates with vendors.

Recruit, select, train, and oversee math lab tutoring personnel.

Work in conjunction with the Learning Services Specialist in assigning math tutors to math lab.

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

Serve on departmental/college committees.

Maintain competence in field.

Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural,

## **Math Lab Instructional Specialist (Continued)**

disability, and ethnic backgrounds of community college students.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Lower division mathematics courses.

Extensive software applications.

Modern office practices, procedures, and equipment.

Principles for providing training and work direction.

#### ABILITY TO:

Communicate effectively both orally and in writing.

Analyze situations and adopt an effective course of action.

Organize day-to-day operations of computer labs.

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

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

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

Ensure lab security.

### **EDUCATION AND EXPERIENCE:**