

# Classification and Qualification



# STANDARDS

The California State University System

## Instructional Support Series

Class Code	Class Title	Date Established	Occup. Index Ref.
1579	Instructional Support Assistant III	7-1-80	P-1
1580	Supervising Instructional Support Assistant III	7-1-80	P-1

### Definition:

#### For Instructional Support Assistant III

Under general supervision performs comprehensive support services for an instructional program by providing materials, supplies, equipment and related logistical support to lectures, laboratory, research and other learning center activities within a discipline or serving several disciplines and including different types of learning laboratories or facilities, technical equipment or the production of specialized materials using specialized techniques. These complexities require substantial planning to project needs and require development of systems to deliver support appropriately.

#### For Supervising Instructional Support Assistant III

Positions responsible for the work of others in the support work as described above and involving assignment, training, and evaluation of positions in classes, such as Instructional Support Assistants, Laboratory Assistant shall be classified as Supervising Instructional Support Assistant III.

### Distinguishing Characteristics:

Positions in this class compared to the Instructional Support Assistant II provide a more comprehensive support service because of the number of disciplines served or the variety in kinds of learning centers served and the need to provide equipment support courses with heavy use of technical equipment and preparation of materials or heavy use of living specimens where logistics of providing support becomes more complex. Some incumbents of positions within the class prepare or produce instructional materials which are very unique and can only be produced by a person with special skills and abilities in contrast to similar assignments at the II level which involve the use of skills that could normally be learned easily on the job. However, at this level, these skills are more difficult to learn and are frequently related to knowledge of the discipline. This class may serve as a lead to others providing similar support services.

The Supervising Instructional Support Assistant III has functional responsibility for support services in an assigned discipline with responsibility for the work of others performing assigned support tasks. The incumbent assists in selection, provides training, assigns work and evaluates the employees supervised.

### Examples of Typical Activities:

Plans the layout, develops work schedules to meet deadlines, prepares a variety of materials and equipment necessary for specific classes. Consults with faculty to discuss needs and develop plans; makes changes and

develops procedures and systems for providing materials, supplies, and equipment; maintains records of materials issued, used, and returned and makes reports; prepares requisitions for equipment and supplies (this may include checking with local sources for availability and price); develops and implements plans for maintaining security of materials, supplies and equipment; develops schedules for preventative maintenance or installation of new equipment; solves problems related to location of materials and supplies related to amounts used and shelf life of materials; has responsibility for disposal of unsafe or hazardous materials.

Assignments at this level may involve the preparation of materials and supplies using discipline knowledge and skills and techniques that could not be learned at the Instructional Support Assistant II level without specialized training.

**Minimum Qualifications:**

**Knowledges and Abilities**

**For Instructional Support Assistant III and Supervising Instructional Support Assistant III**

Knowledges of procedures and practices relating to providing support services; knowledge of procedures and practices related to ordering and issue and inventory; knowledge of the materials, supplies and equipment.

Ability to plan, organize, and follow schedules of activities; ability to make equipment repair and adjustments; ability to maintain records and project needs; ability to count and perform arithmetic computations; ability to read and write at a level suitable for performance on the job.

**For Supervising Instructional Support Assistant III**

Knowledges and abilities as above and, in addition; Ability to train and to plan and direct the others.

and

**Experience:**

Equivalent to two years of experience performing a variety of support services for an instructional program and involving such activities as preparing, producing, dispensing or storing materials, supplies, and equipment

or

Equivalent to one year of experience in ordering, purchasing, accounting or in office work related to technical materials, supplies, or equipment or in an office which provided similar services to a technical function or unit may be substituted for six months of the experience.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline in the specialty area to which assigned.

**Work Week Group**  
1

**Prem O/T**  
Yes

**Shift Diff.**  
Yes

**Employee Category**  
Non-Academic