

Classification and Qualification



STANDARDS

The California State University System

Instructional Support Series

INTRODUCTION

Class Title	Class Code	Date Established	Occupation Index Reference
Instructional Support Assistant I	1577	7-1-80	P-1
Instructional Support Assistant II	1578	7-1-80	P-1
Instructional Support Assistant III	1579	7-1-80	P-1
Supervising Instructional Support Assistant III	1580	7-1-80	P-1
Instructional Support Technician I	1615	7-1-80	P-1
Supervising Instructional Support Technician I	1616	7-1-80	P-1
Instructional Support Technician II	1617	7-1-80	P-1
Supervising Instructional Support Technician II	1618	7-1-80	P-1
Instructional Support Technician III	1619	7-1-80	P-1
Supervising Instructional Support Technician III	1620	7-1-80	P-1
Supervisor of Instructional Support	1621	7-1-80	P-1

SERIES DEFINITION:

This series establishes classes of positions responsible for providing support services for one or more academic instructional programs including responsibility for a variety of services such as providing materials, supplies and equipment appropriate to course content and to the needs of the instructor and students. The function includes providing lecture support in the form of set-ups of equipment, displays and demonstrations and laboratory support for experiments, other learning activities, and research requiring materials, supplies, and equipment.

To provide these kinds of support, incumbents of positions in this series perform a wide variety of activities within an assigned academic discipline and require familiarity or knowledge and skills related to the discipline.

Major services include acquisition, storekeeping, issue, and delivery of materials and supplies, preparation of materials, and operation and maintenance of scientific or specialized equipment. Typical positions involve logistics and coordination skills to provide the precise materials, supplies, and equipment needed at the appropriate time and place.

At upper levels in the series there is responsibility for administering a materials, supplies and equipment budget, and storing materials including items used in large amounts or with varying shelf life, or developing systems for control and safe use of equipment, supplies, and materials. Higher levels may be involved in the operation of learning centers, laboratories or facilities where experimental and research activities are performed.

Some positions may be assigned primarily in the production or preparation of specialized materials because many of the instructional materials are not available for purchase or are too costly or otherwise unsuitable yet with the discipline knowledges and skills can be produced in the academic department.

This series includes incumbents of positions spending substantial portions of time in equipment support including repair, maintenance and modification. However, if equipment activities involve more than 50% of the assignment, the position should be classified in the Equipment Technician Series.