

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00529	Pay Grade:	8
JD Title:	Instructional Assistant (II)	JD FTE Hours:	35
Job Family:	Instructional		

General Description

Provides pedagogical and technical support to instructors, teaching assistants and students. Responsible for the development, implementation, coordination and evaluation of curriculum, assessment and instructional activities within an academic unit, department, or faculty.

Representative Duties & Responsibilities

- Write and design lesson plans in accordance to the curriculum priorities of the instructor.
- Provide formal supervision to teaching assistants and other part-time staff.
- Communicate curriculum to teaching assistants that is to be covered in tutorial sessions.
- Review current educational research literature to ensure curriculum follows best practices in teaching, education and learning.
- Organize and coordinate teaching laboratories, computer-based instruction, and tutorial classes accordingly.
- Introduce and demonstrate labs or tutorial sessions to students.
- Tutor students in programs and assist students with lab work.
- Train others on proper lab techniques, operating laboratory equipment, and on running efficient and effective tutorial sessions.
- Compose test questions and assignments, and prepare solution sheets for review by others.
- Assist staff with the preparation and set up of equipment and supplies for laboratories and tutorial sessions.
- Organize and monitor the on-line learning environment for courses in an academic unit, department, or faculty by ensuring that the appropriate course content information is made available to students.
- Write a variety of documents such as procedure manuals, correspondence, and reports.
- Prepare a variety of lecture materials including presentation slides and handouts.
- Provide guidance, advice, and solutions to teaching assistants when resolving student inquiries.
- Provide teaching assistants with appropriate teaching material as specified by the instructor.
- Ensure accurate grading of assignments is completed by teaching assistants and report discrepancies to the instructor.
- Correspond and meet with students to address concerns related to the course including, but not limited to, the resolution of contested grades.
- Liaise with instructors, teaching assistants, and students to ensure information within the academic unit is understood by all parties.
- Exchange technical and scientific information amongst colleagues.
- Operate, adjust, and maintain a variety of equipment and instruments.
- Troubleshoot equipment and perform minor repairs. Ensure major repair requests are escalated to the appropriate area.
- Assign tutorials to teaching assistants and arrange teaching assistant office hours.
- Section classes at the beginning of the year, dealing with all scheduling changes, room reservations, and scheduling conflicts.
- Assess the need for laboratory equipment and provide recommendations for the acquisition of materials and equipment.
- Calibrate laboratory equipment according to established calibration standards.
- Collect, track, and safeguard student marks and tests.
- Calculate student marks and submit final grades to appropriate areas.

Representative Duties & Responsibilities

- Input, maintain, and verify information in a variety of databases and spreadsheets.
- Pipette a variety of reagents and media.
- Prepare chemical reagents and biomedical media according to formulae and assume responsibility for accuracy in the preparation and standardization of solutions.
- Ensure that all laboratory waste is disposed of according to established policies and procedures.

Supervision

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 year of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to process documents, enter data into databases and spreadsheets, and maintaining accurate records.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
 - Standing for prolonged periods to conduct and demonstrate experiments.
 - Pipetting a variety of reagents and media.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data in databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Demonstrating and training others on experimental techniques and the operation of laboratory equipment.
 - Composing test questions and assignments, and preparing solution sheets.
 - Corresponding and meeting with students to address concerns related to the course including, but not limited to, the resolution of contested grades.
 - Liaising with instructors, teaching assistants, and students to ensure information within the academic unit is understood by all parties.
 - Exchanging technical and scientific information amongst colleagues.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Writing and designing lesson plans in accordance to the curriculum priorities of the instructor.

Working Conditions

Physical Environment:

- Frequently exposed to unpleasant odours when handling chemicals and reagents.
- Frequently required to wear protective equipment such as gloves, goggles, and aprons when conducting experiments.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

Health & Safety:

- Handles chemicals and reagents when demonstrating experiments.

Job Description Rating Sheet

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JD #:	JD00529	Pay Grade:	8
JD Title:	Instructional Assistant (II)	Total Points:	540
Job Family:	Instructional		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.5	94
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	2.0	10
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16