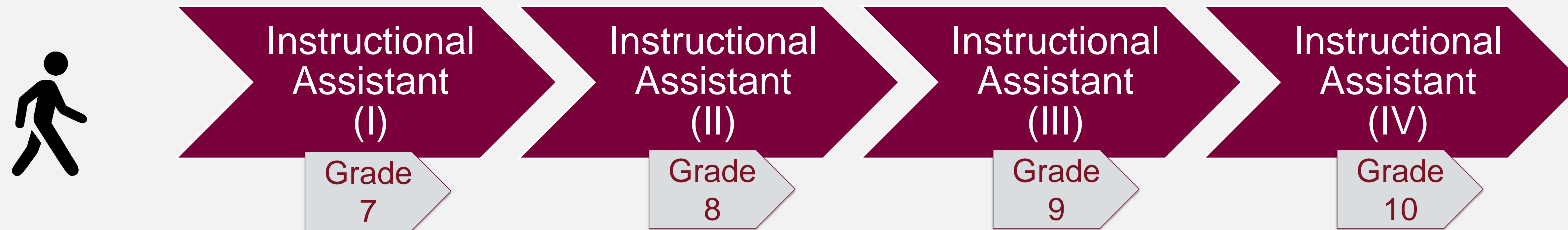


# INSTRUCTIONAL

## Job Family Progression:

This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.



# Instructional Assistant Level Progression

## Instructional Assistant I [JD0528]

### JE Results

- Grade 7

### Education and Experience

- Bachelors Degree.
- 2 years experience.

### Scope of Job

- Responsible for providing teaching support to the instructor by contributing ideas and information to the development of course material, tests, and assignments.
- Ensures the proper functioning of teaching labs and tutorials by providing resources to teaching assistants and ensuring course material is being covered during lab and tutorial sessions.

### Core Job Duties

- 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.
- 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

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

## Instructional Assistant II [JD0529]

### JE Results

- Grade 8

### Education and Experience

- Bachelors Degree.
- 3 years experience.

### Scope of Job

- 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.

### Core Job Duties\*

- 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.

### Supervision

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

## Instructional Assistant III [JD0004]

### JE Results

- Grade 9

### Education and Experience

- Masters Degree.
- 3 years experience.

### Scope of Job

- Provides pedagogical and technical support to instructors, teaching assistants and students.
- Designs and modifies laboratory experiments, tutorial sessions, and lesson plans in accordance with the curriculum priorities of the instructor within an academic unit, department, or faculty. Forecasts operating budgets for lab and tutorial courses.

### Core Job Duties\*

- Design, adapt, and modify laboratory experiments and tutorial sessions.
- Modify and adapt test procedures and equipment to meet specialized requirements.
- Forecast budgets and proposed expenditures for new program proposals, and for operating lab and tutorial courses.
- Provide formal supervision to TAs and other part-time staff.
- Communicate curriculum to TA's that is to be covered in tutorial sessions.
- Provide guidance, advice, and solutions to TA's when resolving student inquiries.
- Provide TA's with appropriate teaching material as specified by the instructor.
- Ensure accurate grading of assignments is completed by TA's and report discrepancies to the instructor.
- Liaise with instructors, TA's, 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 TA's and arrange TA office hours.

### Supervision

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

## Instructional Assistant IV [JD0682]

### JE Results

- Grade 10

### Education and Experience

- Masters Degree.
- 3 years experience.

### Scope of Job

- Provides pedagogical and technical support to instructors, teaching assistants and students.
- Designs and modifies laboratory experiments, tutorial sessions, and lesson plans in accordance with the curriculum priorities of the instructor within an academic unit, department, or faculty. Forecasts operating budgets for lab and tutorial courses.

### Core Job Duties\*

- *No change in duties from Instructional Assistant III*

### Supervision

- Ongoing responsibility for supervising 10 or more casual employees at any one time.

\*Core job duties identified are in addition to the core job duties of the preceding roles/ levels.