

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Instructional Assistant		Class Code: 003GA3
	FLSA Status: Non-Exempt	Salary Schedule: COMOT 3	Effective Date: 9-27-13
	Summary: Incumbent is responsible for instructing courses offered by the agency's staff development department. Incumbent conducts research and develops new course content as requested to meet agency training requirements.		

Duties:

- Instructs training programs offered by staff development;
- Researches topics, writes lesson plans and develops written and practical tests, training manuals and audio visual material to support lessons which meet the needs of hospital staff;
- Coordinate training programs as requested;
- Attend training seminars, lectures and workshops to enhance skills to perform the job requirements as well as to maintain any and all required certifications;
- Supervise and evaluate participant performance using good communication skills and classroom management techniques;
- Maintains training records and progress reports on employees;
- Performs related duties as required.

Job Requirements:

- Working knowledge of institutional, as well as, departmental goals, policies, programs and regulations;
- Working knowledge of practical teaching methods, including the adult learning principles, and ability to use those methods and principles when developing and delivering training sessions;
- Working knowledge of and ability to use audio-visual equipment and materials;
- Ability to learn new materials as needed for classes;
- Outstanding ability to express self clearly, both verbally and in writing.

Difficulty of Work:

Work consists of moderately complex tasks following general standards and procedures.

Responsibility:

Incumbent works from standard guidelines that are assigned to instructional courses. Incumbent has the ability to make decisions and use best judgment practices as directed by supervisor. Overall goals are indicated with guidance from the director. Incumbent works independently and solves issues through discussion with the director. Incumbent does not have final authority but does have input concerning assigned programs and projects. Work is reviewed for technical accuracy and compliance with agency policy and conclusions.

Personal Work Relationships:

Incumbent is responsible for establishing and maintaining good interpersonal relationships with participants, patients and other staff in the facility. Incumbent will work closely with other members of the staff development department and will be responsible for demonstrating a strong sense of teamwork to accomplish department goals.

Physical Effort:

The position does require some light lifting, bending, stooping or kneeling. Staff should be physically capable of demonstrating all skills instructed to employees, for example, Bridge Building Control Techniques or CPR. Must be capable of standing for periods of instruction and during facilitation of classroom activities.

Working Conditions:

Work is divided between a classroom or other training environment setting and the incumbent's office.