This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**DEPARTMENT:** **POSITION:** [ ]  NEW [ ]  EXISTING

**POSITION CLASSIFICATION: Instructional Support Assistant I \* WORKING TITLE:**

**EMPLOYEE NAME:**

**SUPERVISOR NAME AND CLASSIFICATION:**

**A. POSITION PURPOSE:**

**B.** **SUPERVISORY/LEAD RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

# C. PHYSICAL DEMANDS:

# The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# D. WORK ENVIRONMENT:

**E. EDUCATION:** Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment **OR**

### F. EXPERIENCE: Equivalent to six months of experience performing 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.

**G. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES:**

* Knowledge of procedures and practices related to providing support services.
* Knowledge of procedures and practices related to ordering, issue and inventory.
* Ability to learn quickly the names, uses, and care of common types of materials, supplies, and equipment used in the instructional program to which assigned.
* Ability to inspect materials, supplies, and equipment to determine their suitability for various uses.
* Ability to prepare and follow schedules for providing service.
* Ability to count and perform simple arithmetic calculations.
* Ability to read and write at a level suitable for performance on the job.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**H. PREFERRED QUALIFICATIONS:**

**I. SENSITIVE POSITION CRITERIA** (Please check ALL that apply to the position):

[ ]  This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

[ ]  This position will have authority to commit financial resources of the university through contracts greater than $10,000.

[ ]  This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

[ ]  This position will have responsibility or access/possession of building master or sub-master keys for building access.

[ ]  This position will have access to controlled or hazardous substances.

[ ]  This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

[ ]  This position will have control over campus business processes, either through functional roles or system security access.

[ ]  This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

[ ]  This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

[ ]  None of the above is applicable to the position.

**[ ]** *The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**[ ]** *The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **J. ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following | Percentage of Time (%) |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**K. SIGNATURES:** (*Signature indicates that this is an accurate description of assigned duties.*)

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Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Area Manager Name Dept Head/Area Manager Signature Date