

## **INSTRUCTIONAL ASSISTANT**

### **Deaf Culture and American Sign Language Studies**

#### **DEFINITION**

Under general supervision of assigned supervisor/manager, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and performs related duties as assigned.

#### **TYPICAL DUTIES**

Deaf Culture and American Sign Language Studies instructors by working with students individually and in groups in language concepts and skills acquisition. Serves as a live ASL model and provides cultural and grammatical reinforcement. Builds a rapport with students learning ASL and interpreting. Oversees student help as required, including scheduling and assigning tutors. Maintains student lab attendance records; and proctors tests and files results as instructed. Enters data into computers and servers; sets up and digitizes audio-visual programs and loads them on to the server as needed; trains students in the use of instructional equipment, especially in the use of high end multi-media computers including loading software, maintaining application files on the server, and maintaining student desktops and programs. Assembles, develops and maintains records and files of instructional material and equipment; clarifies instruction assignments; confers with instructors on student progress, class procedures and instructional methods; sets up and operates audio-visual, DVD, and other equipment. Produces in-house video texts for student ASL receptive skills and interpreting practice. Assists faculty or staff with student conferences and laboratory research; assists in maintaining a collection of resource materials; compiles appropriate end of semester statistics and generates reports; performs related duties as required.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year experience working with individuals on a one-to-one basis and/or in small groups in: tutoring, instructional or work experience in helping others learn American Sign Language. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to full-time equivalent for purposes of meeting the experience requirement.)

##### **EDUCATION**

Completion of an Associate's Degree in Sign Language Studies or 60 semester units (90 quarter units) with 20 units in American Sign Language or Deaf Studies courses. (Note: Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

##### **KNOWLEDGE OF**

Knowledge of instructional methods and training techniques; multi-media computer literacy, and knowledge of computer software used in lab environment (e.gGoReact, Google Docs, YouTube). Knowledge of the issues involved in learning a visual-gestural language. Knowledge of the structure and content of ASL including sign production, ASL semantics and syntax, and rules governing fingerspelling, numbers and classifiers. Knowledge of administrative, clerical and basic record keeping procedures and systems.

**SKILLS IN**

High level skill/competency in Deaf Culture and American Sign Language Studies. Skill in training others how to learn Deaf Culture and American Sign Language Studies ; using multiple approaches when learning new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; reorganizing the information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; adjusting actions in relation to others' actions. Skill in identifying the nature of problems; generating a number of different approaches to problems; observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others in ASL and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and timelines. The ability to give and follow directions; work with students learning ASL and interpreting. The ability to operate a computerized multimedia lab and audio-visual equipment. The ability to interact positively with students of diverse ethnic and economic backgrounds, ages and abilities; and the ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

**TYPICAL EQUIPMENT USE (May include, but not limited to)**

Computers, printers, copiers, high end multi-media computers, DVD, and other digital equipment.