

## **INSTRUCTIONAL ASSISTANT Disabled Student Program & Services (DSP&S)**

### **DEFINITION**

Under general supervision of assigned manager/supervisor, assists DSP&S faculty member by working with students individually or in groups in the improvement of academic knowledge and technical skill by providing access to and arrangements for adaptive educational equipment, materials and supplies required by students with disabilities; and does related work as required.

### **TYPICAL DUTIES**

Provides initial in-take evaluation for students referred for services, and provides verification of the existence of an observable disability or verifies a disability based on documentation from the appropriate agency. Helps develop and maintain a system of records and student portfolios, test scores, follow up, etc; assists with oversight of equipment and supplies; and locates, provides, and operates appropriate instructional materials and equipment for the instructor and students. Interacts with instructional staff, instructional assistants, and student workers in organizing stockrooms and planning the arrival of materials in support of organizational goals; and maintains stockroom records, equipment and materials in an orderly condition. Assists faculty member or staff with student conferences; tutors students individually or in groups in designated skills areas; coordinates and assists the work of student-tutors and substitutes for them as needed; confers with instructor on student progress; and oversees tutor attendance and time sheets. Writes letters to agencies for financial aid and/or other support services; and updates Disabled Students Diagnostic Assessment procedures. Monitors student progress in designated skills areas; clarifies and certifies completion of instructor assignments; assists with scheduling of students into lab sections; and records and files test results in accordance with specific instructions. Assists with coordination and oversight of the laboratory facility; assists in test-taking facilitation, including proctoring and modification of tests and test administration; serves as assistant to the instructor in the class and/or in the laboratory as needed. Assists with the provision of interpreter services, mobility assistance, notetaker and reader services, speech and transcription services, transportation assistance, and specialized tutoring; and performs related duties as required.

### **QUALIFICATIONS**

#### **EXPERIENCE**

One year of tutoring or work experience related to the subject area to which the position is assigned. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.) .

#### **EDUCATION**

Completion of an Associate's Degree or 60 semester units (90 quarter units) with an emphasis in one or more of the subject areas to which the position is assigned.

#### **KNOWLEDGE OF**

Knowledge of elements of correct usage of English language, spelling and vocabulary; and basic arithmetic and algebra. Knowledge of basic computer applications; basic recording keeping and filing techniques; and basic principles and practices of overseeing others and training. Knowledge of interpersonal skills using tact, patience and courtesy; and federal, state, and local safety laws and regulations.

**SKILLS IN**

Skill in training others how to do something; using multiple approaches when learning or tutoring new things. Skill in using scientific methods to solve problems; knowing how to find information and identify essential information; using logic and analysis to identify the strengths and weaknesses of different approaches; understanding written sentences and paragraphs in work related documents; and in using multiple approaches when learning or teaching new things. Skill in communicating effectively with others orally and in writing as indicated by the needs of the audience; working with new material or information to grasp its implications; finding ways to structure or classify multiple pieces of information; and knowing how to find information and identify essential information. Skill in adjusting actions in relation to others' actions; and managing one's own time and the time of others.

**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 time lines. The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; and quickly make sense of information that seems to be without meaning or organization. The ability to operate equipment associated with the subject area to which the position is assigned. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications..

**PHYSICAL AND ENVIRONMENTAL FACTORS:**

Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, very small objects; see details of objects at a close range; and keep the hand and arm steady.

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

Equipment for students with learning disabilities, computer, printer, fax machine, copier, and calculator.