INSTRUCTIONAL ASSISTANT I/II - ADAPTIVE EXERCISE AND FITNESS

DEFINITION

Under general supervision, performs a variety of standard to difficult instructional program support, tutoring, assistance with group activities, and administrative activities in support of the Adaptive Physical Education (APE) or the Stroke and Disability Learning Center (SDLC) programs; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Adaptive Exercise and Fitness is the entry level classification of this instructional support series. This position provides direct support to students. Initially under supervision, incumbents learn about the College APE or the SDLC programs and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II – Adaptive Exercise and Fitness and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level classification.

Instructional Assistant II – Adaptive Exercise and Fitness is the experienced level classification of this series, competent to perform standard to difficult instructional support services. Incumbents in this classification may be assigned duties in support of students in a laboratory or tutoring capacity or in support of the overall APE or the SDLC programs. General work guidelines are normally established by an instructor or educational administrator; however, day-to-day activities require the use of initiative and judgment in specific situations.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists students during the performance of instructional activities which may involve assisted walking, getting on and off equipment, or in and out of wheelchairs (E)
- Assists with two person transfers; must be able to support weight up to 100 pounds (E)
- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors' directions (E)
- Develops and presents learning materials and instructional exercises to individuals and groups; keeps abreast of APE or SDLC program changes (E)
- Tutors students individually and/or in small groups to reinforce class material (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in adaptive exercise and fitness classes (E)
- Trains students and others in the safe and proper use of specialized physical education equipment, computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students' questions regarding adaptive exercise and fitness class activities (E)
- Assists in completing and processes various forms, certificates and other documents (E)
- Maintains physical environment and condition of facility and its equipment (E)
- Schedules students appointments, tests, meetings and facilities (E)
- Maintains student records; keeps other detailed records such as budget, financial and attendance records (E)
- Maintains an inventory of and requisitions supplies and equipment (E)
- Maintains the security of special, technical or hazardous supplies and equipment (E)
- Operates standard office equipment and instructional media (E)
EXAMPLES OF DUTIES (continued)

- Prepares periodic and special reports (E)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date (E)
- Assists in the recruitment and selection of student assistants and provides instruction in safe work procedures (E)
- May conduct workshops, orientations and meetings
- Performs related duties as required or assigned

(E)= designated essential functions

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Classification Characteristics.

Knowledge of:

- Subject matter
- Effective instructional techniques suitable for individuals with physical disabilities
- Principles, theories, practices, methods, equipment and procedures used in adaptive exercise and fitness, including transfer dynamics
- Health and safety practices related to adaptive exercise and fitness and individuals with disabilities
- Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Applying basic emergency and first aid procedures

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies and materials used in special education and adaptive exercise and fitness classes (e.g. adaptive weight room equipment)
- Safely lifting and two person transfer techniques
- Applying and effectively explaining instructional methods and procedures in a manner that can be understood by individuals exhibiting a wide variety of communication and cognitive deficits
- Keeping abreast of APE or SDLC program changes
- Effectively reading, understanding and prompting course materials to students
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds and persons with disabilities
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Understanding and following oral and written instructions
- Applying basic emergency and first aid procedures
QUALIFICATIONS (continued)

Skill in: (continued)

- Maintaining a professional, calm demeanor in emergencies and remaining flexible, patient and compassionate with those contacted in the course of work
- Effectively operating and maintaining an orderly instructional environment

Other Minimum Requirements:

- Must possess sufficient strength and stamina in order to safely assist disabled students with walking, lifting and wheelchair transferring
- Ability to safely support weight of up to 100 pounds
- Specific positions may require current and on-going First Aid certification
- Specific positions may require Cardiopulmonary Resuscitation (CPR) certification and the ability to maintain such during the course of employment
- Specified positions may require possession of and ability to maintain a valid California driver's license and safe driving record during the course of employment
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions may require registration, licensure or certification related to the assigned instructional program area
- Must be willing and able to work at various campus sites

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

**Instructional Assistant I – Adaptive Exercise and Fitness:** Equivalent to completion of two years of college with college level, lower division * coursework in physical education, physical therapy, motor skill development or adaptive education *(transfer-level, sophomore or above) which will provide the knowledge and skills to support in the APE or the SDL programs AND two years of experience in EITHER educational support work which has included interaction with students with congenital or acquired disabilities, or work in extended care facilities, care giving, or assisting in adult adaptive programs.

Please note: Additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

**Instructional Assistant II – Adaptive Exercise and Fitness:** In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory or tutorial setting at a level equivalent to the College's classification of Instructional Assistant I.