Cabrillo College

INSTRUCTIONAL ASSISTANT I/II – ALTERNATE MEDIA

DEFINITION

Under general supervision, performs a variety of standard to difficult instructional support, tutoring and administrative activities in support of Alternate Media services; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Alternate Media 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 Alternate Media and Assistive Technology services. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II – Alternate Media 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 – Alternate Media is the experienced level classification of this series, competent to perform standard to difficult Alternate Media and Assistive Technology support services. Incumbents in this classification may be assigned duties in support of students in a laboratory environment. 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)

- Produces materials in alternate formats as required by law while keeping abreast of changes in the area of alternate media (E)
- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with students’ needs and accommodations (E)
- Develops and presents learning materials and instructional exercises to individuals and groups (E)
- Coordinates materials, equipment, facilities and supplies for alternate media uses (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, workshops and supplemental tutoring sessions (E)
- Assists students and others in the safe use of specialized equipment, including computer hardware and software, and assistive technology such as text enlargement, audio books, Braille, electronic text and audio, procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students’ questions and advises regarding alternate media options, alternate media formats and materials available to qualified students (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of facility and its equipment (E)
- Schedules students appointments, meetings and facilities (E)
- Maintains student 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)
- Prepares periodic and special reports (E)
EXAMPLES OF DUTIES (continued)

- 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*)
- May assist in the recruitment and selection of student assistants; provide instruction in safe work procedures
- May conduct workshops, orientations and meetings
- Performs related duties as required or assigned

(*E*) = designates 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:

- The different types of disabilities (e.g. visual and hearing impairments) which may require alternate media, assistive technology and specialized instructional materials
- Alternate media materials and services such as text enlargement, audio books, Braille, electronic text and audio files
- Applicable laws, standards and captioning guidelines
- Effective instructional techniques
- Principles, theories, practices, methods and equipment of the Alternate Media services
- Health and safety practices related to Alternate Media services
- Standard office practices and procedures including filing, and the operation of office equipment, including personal or online computers
- Correct English usage, including spelling, grammar and punctuation

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies and materials
- Applying and explaining instructional methods and procedures, including use of adaptive software and hardware
- Reading, understanding and presenting course materials to students with disabilities
- Keeping abreast of Alternate Media service changes and ability to learn new software
- 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
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Effectively operating and maintaining an orderly instructional environment

Other Minimum Requirements:

- Specified positions may require possession of and ability to maintain a valid California driver’s license and a 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 area
QUALIFICATIONS (continued)

Education and Experience:

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

**Instructional Assistant I – Alternate Media**: Equivalent to completion of two years of college with college level, lower division* coursework in alternate media, assistive technology, computer applications, digital media or closely related courses *(transfer-level, sophomore or above) which will provide the knowledge and skills to support Alternate Media and Assistive Technology services and two years of experience in either educational support work which has included interaction with students with disabilities in a classroom or tutorial setting, or work in the area to which assigned.

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

Established: February 14, 2012