INSTRUCTIONAL ASSISTANT I/II – LEARNING SKILLS PROGRAM

DEFINITION

Under general supervision, performs a variety of standard to difficult instructional program support, tutoring and administrative activities in support of the Learning Skills program; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Learning Skills Program 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 Learning Skills program and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II - Learning Skills 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 – Learning Skills Program 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 Learning Skills program. 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)

- 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 of students with learning disabilities and other disabled students (E)
- Tutors students individually and/or in small groups to reinforce class material in support of study skills, English, Math or other college classes (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment, computer hardware and assistive technology software (e.g. Dragon Naturally Speaking, Kurzweil and Heartmath), and procedures and processes (E)
- Administers and scores tests and examinations including achievement tests that are used for California Community College Learning Disability eligibility (E)
- Answers students' questions and advises regarding class assignments, including study skills, English, Math and other college courses (E)
- Provides information to students; refers to appropriate department for academic or accommodation needs (e.g. health services, math lab and writing center) (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Assists students with computer-based registration and orientation during special events (E)
- Maintains physical environment and condition of facility and its equipment (E)
- Schedules student appointments, tests, meetings and facilities (E)
- Maintains student records such as rosters and tracking of hours; keeps other detailed records such as budget, financial and attendance records (E)
EXAMPLES OF DUTIES (continued)

- 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)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, works with information technology to support laboratory computers, transmits information and keeps 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, lab 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:

- Subject matter
- Effective instructional techniques
- Principles, theories, practices, methods and equipment related to disabled students such as students with learning disabilities and Attention Deficit Disorder (ADD)
- Effective tutoring methods for students with diverse learning needs
- Health and safety practices related to individuals with disabilities
- Standard office practices and procedures including filing and the operation of office equipment, including personal or online computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Math through intermediate algebra

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. computers and specialized assistive technology software), supplies and materials
- Applying and explaining instructional methods and procedures
- Keeping abreast of Learning Skills program changes
- Reading, understanding and presenting 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
- 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
QUALIFICATIONS (continued)

Other Requirements:

- Specified positions may require possession of and ability to maintain a valid California driver's license during the course of employment
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions require registration, licensure or certification related to the assigned instructional program area

Desirable:

- Experience providing effective methods of tutoring students with diverse learning disabilities and needs

Education and Experience:

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

Instructional Assistant I – Learning Skills Program: Equivalent to completion of two years of college with college level, lower division* coursework in English *(transfer-level, sophomore or above) and math through intermediate algebra which will provide the knowledge and skills to support the Learning Skills program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting in a computer lab, or work in the program 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 – Learning Skills Program: 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.