Cabrillo College

INSTRUCTIONAL ASSISTANT I/II
STROKE AND DISABILITY LEARNING CENTER

DEFINITION

Under general supervision, performs a variety of standard to difficult duties including instructional program support, tutoring and administrative activities in support of the Stroke and Disability Learning Center (SDLC); performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I - Stroke and Disability Learning Center 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 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 - Stroke and Disability Learning Center 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 - Stroke and Disability Learning Center is the experienced level classification of this series, competent to perform standard to difficult SDLC instructional support. Incumbents in this classification may be assigned duties in support of students in a laboratory or tutoring capacity or in support of the overall SDLC 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)

- Assists disabled students during the performance of instructional activities in the computer lab and with language, memory, writing and speech activities (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 of students with brain injuries, language and cognitive deficits and other disabled students (E)
- Tutors disabled students individually and/or in small groups to reinforce class material taught in the SDLC while keeping abreast of SDLC program changes; may provide bilingual services to limited English speaking students (E)
- Assists disabled students safely throughout the program, including meal assistance and transition between activities such as assisted walking, lifting and wheelchair transferring (E)
- Coordinates materials, equipment, facilities and supplies for classes and student activities such as student club events (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment, computer hardware and software, and procedures and processes (E)
- Administers and keeps records of assignments; may score tests and examinations (E)
- Answers students’ questions and advises regarding SDLC program and class assignments; including referrals to appropriate SDLC instructors (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of SDLC and its equipment (E)
- Schedules student appointments, tests, meetings and facilities (E)
EXAMPLES OF DUTIES (continued)

- 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)
- 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)
- Directs the work of volunteers and student interns and provides instruction in work procedures (E)
- May conduct workshops, orientations, activities 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 mobility limitations and communication disorders
- 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 on-line computers, standard software and Internet use
- Detailed recordkeeping and budget tracking
- 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 effectively explaining instructional methods and procedures in a manner that can be understood by individuals exhibiting mobility limitations and communication disorders and other disabilities
- Keeping abreast of SDLC 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
- Learning new software as required for duties as outline above
QUALIFICATIONS (continued)

Skill in: (continued)

- Maintaining a professional, calm demeanor in emergencies
- Demonstrating flexibility, patience and compassion 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
- 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 program area
- Must be willing to work at various campus sites

Desirable:

- Speech Language Pathology Assistant (SLPA) certificate
- Experience providing effective methods for tutoring students with diverse disabilities and learning needs

Education and Experience:

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

Instructional Assistant I - Stroke and Disability Learning Center: Equivalent to completion of two years of college with college level, lower division * coursework in special education, speech therapy, adaptive technologies or a closely related field *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the SDLC program and two years of experience in either educational support work which has included interaction with students in a classroom, tutorial or adaptive computer setting, or work in special education or speech therapy, especially with students with disabilities.

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 - Stroke and Disability Learning Center: 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.

Established: January 24, 2012