Employment Opportunity

Instructional Assistant I - - Adaptive Exercise and Fitness
CL12-36 - - Stroke and Disability Learning Center
(categorically-funded, classified-hourly assignment)

Apply by: Tuesday, October 23, 2012

About the position:
The currently advertised 30% classified-hourly assignment will perform a variety of standard to difficult instructional program support, tutoring, assistance with group activities, and administrative activities in support of the Stroke and Disability Learning Center (SDLC) program; performs related duties as required or assigned.

Examples of Duties: Under general supervision of the Stroke Center Director or designee:

- Assists students during the performance of instructional activities which may involve assisted walking, getting on and off equipment, or in and out of wheelchairs
- Assists with two person transfers; must be able to support weight up to 100 pounds
- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors’ directions
- Develops and presents learning materials and instructional exercises to individuals and groups; keeps abreast of SDLC program changes
- Tutors students individually and/or in small groups to reinforce class material
- Coordinates materials, equipment, facilities and supplies for classes
- Sets up, installs, maintains and services equipment, materials and supplies used in adaptive exercise and fitness classes
- Trains students and others in the safe and proper use of specialized physical education equipment, computer hardware and software, and procedures and processes
- Evaluates, monitors and tracks student progress
- Answers student questions regarding adaptive exercise and fitness class activities
- Assists in completing and processing various forms, certificates and other documents
- Maintains physical environment and condition of facility and its equipment
- Schedules student appointments, meetings and facilities
- Maintains student records; keeps other detailed records such as budget, financial and attendance records
- Maintains an inventory of and requisitions supplies and equipment
- Maintains the security of special, technical or hazardous supplies and equipment
- Operates standard office equipment and instructional media
- Prepares periodic and special reports
- 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
- Assists in the recruitment and selection of student assistants and provides instruction in safe work procedures
- May conduct workshops, orientations and meetings
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to completion of two years of college with * lower-division college level 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 the SDLC program 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.
Knowledge of:
- Stroke and Disability Learning Center program
- 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
- 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 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
- 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

Salary: *$16.32 to $17.99 per hour to start; seven step schedule to $21.86 per hour. Part-time, 30% (12 hours per week) categorically-funded, classified-hourly assignment, 8 months per year; Tuesday, Wednesday, and Thursday, daytime work hours to be arranged. Position scheduled to begin as soon as possible, pending continued categorical funding.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

Please Note: This classified-hourly assignment is not eligible for insurance-related benefits or PERS retirement benefits.

How to Apply:
Application forms may be obtained via the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
or FAX to: (831) 477-3545
**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application  
b) Resume – job related  
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)  
   - Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested.  
e) Criminal History Inquiry Supplemental to Application

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**  
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by:  
Tuesday, October 23, 2012. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.