

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Brain Injury Program

Unit: Office Technical

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Job Code: J1725
Original Date: 04/1991
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 20

DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work assisting in planning, implementing, and evaluating individualized educational programs for students with acquired brain injuries.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Assist in planning specific objectives to meet the goals of each student's individual educational plan.
2. Implement instructional strategies.
3. Assist with the administration of educational, cognitive, and vocational assessments.
4. Monitor and maintain records of students' progress in classroom and/or computer related activities.
5. Assist with counseling and/or crisis intervention as needed.
6. Prepare educational materials used with individuals or small groups.
7. Tutor small groups of students on supplemental materials.
8. Provide consultation and individual assistance as required.
9. Assist with coordinating schedules for student aides and hourly assistants and provide training and work direction.
10. Perform clerical duties.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Adaptive technology and computer assisted instruction.
- Cognitive and behavioral characteristics of head injury.
- Counseling strategies and psychosocial skill development.

District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
Goals and objectives of head injury programs.
Instructional methods and techniques for educating adults with special needs.
Oral and written communication skills.
Principles and practices of cooperative work relationships and team building.
Recordkeeping techniques.
Safety regulations involving field of specialty.
Technical aspects of brain injury programs.

Skills and Abilities:

Communicate effectively both orally and in writing.
Design and implement behavioral management techniques.
Establish and maintain effective working relationships with others.
Explain work assignments to students.
General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
Maintain flexibility despite distractions.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Plan and organize work.
Take initiative and demonstrate maturity and good judgment.
Train and provide work direction to others.
Understand and be sensitive to language impairments and emotional aspects of injury.
Understand and follow oral and written directions.
Work confidentially with discretion.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester hours of courses related to disabilities and at least three years of experience in tutoring, instruction, or education or work experience relating to disabilities.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves a classroom setting.