

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Instructional Assistant / Deaf Students

**Unit:** Office Technical

**Page:** 1 of 2  
**Job Code:** J1695  
**Original Date:** 01/1991  
**Last Revision:** 05/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 18

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### **DEFINITION**

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work assisting in planning lessons and providing instructional support for deaf students.

### **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 classroom instructor in preparing materials and equipment for use by deaf students.
2. Assist deaf students in assignments to ensure equal access and benefit from instruction.
3. Tutor students individually or in small groups, reinforcing instruction provided by instructors.
4. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
5. Assist students in the operation and care of computers, other special equipment, and instructional materials.
6. Control the circulation of instructional supplies, materials, and equipment to students and instructors by checking items in and out, maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.
7. Facilitate communication between deaf students and others.
8. Assist deaf students to access site programs and services.
9. Perform clerical duties and maintain records and files.
10. Provide information to students, instructors, and others as requested.
11. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
12. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge:

- American Sign Language.
- American deaf culture.
- Computers and computer literacy.
- District organization, operations, policies, and procedures.
- General needs and behavior of students of various ethnic, racial, cultural, and language backgrounds.
- Instructional methods and techniques for deaf students.
- Oral and written communications skills.
- Principles and practices of cooperative work relationships.
- Record-keeping techniques.
- Support service needs of deaf students.
- Technical aspects of instructional support for deaf students.

Skills and Abilities:

- Assist students in understanding applying basic instructional principles.
- Communicate effectively both orally and in writing.
- Communicate with students who have little English or American Sign Language skills.
- Demonstrate sensitivity to individuals who are deaf or hearing impaired.
- Establish and maintain effective working relationships with others.
- Explain work assignment to students.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and repair of equipment.
- Plan and organize work.
- Prepare materials and maintaining records.
- Tutor basic reading, writing, math, sign language, physical fitness, and living skills.
- Understand and follow oral and written directions.
- Work confidentially.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: one year of tutoring, instructional, or work experience related to the deaf and completion of sufficient specialized training in American Sign Language to satisfactorily perform the assigned duties.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves a classroom setting.