

San Diego Community College District

CLASSIFICATION DESCRIPTION

<u>Title:</u>	Instructional Assistant / Developmental Learning Program	<u>Page:</u>	1 of 2
<u>Unit:</u>	Office Technical	<u>Job Code:</u>	J1705
		<u>Original Date:</u>	04/1991
		<u>Last Revision:</u>	05/2016
		<u>Staff Type:</u>	Classified
		<u>FLSA status:</u>	Non-exempt
		<u>Salary Range:</u>	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 who have developmental and/or learning disabilities.

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 setting 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 setting 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 goals and objectives for individual education plans for students with developmental and/or learning disabilities.
2. Assist in and implement behavioral management programs for students who exhibit inappropriate social behaviors.
3. Assist instructors in teaching independent living skills and recommend teaching strategies appropriate for students' individual learning styles.
4. Assist students in assignments to ensure equal access and benefit from instruction.
5. Tutor students individually or in small groups, reinforcing instruction provided by instructors.
6. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
7. Monitor student progress with respect to individual education plans.
8. Modify instructional materials to fit individual student needs.
9. Perform clerical duties and maintain records and files.
10. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- District organization, operations, policies, and objectives.
- Educational concerns and needs of students with disabilities.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Goals and objectives of programs for students who are developmentally and/or learning disabled.
- Instructional methods and techniques for educating adults with special needs.
- Oral and written communications skills.
- Principles and practices of cooperative work relationships.
- Recordkeeping techniques.
- Technical aspects of developmental learning programs.
- Tutorial techniques and materials.

Skills and Abilities:

- Assist students in understanding applying basic instructional principles.
- Communicate effectively both in writing and orally.
- Design and implement behavioral management techniques.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Maintain flexibility despite distractions.
- Maintain records and preparing reports.
- Meet schedules and time lines.
- Plan and organize work.
- 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, education, or work experience relating to disabilities.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves a classroom setting.