

**College of the Siskiyous
Job Description**

Job Title: Instructional Assistant, High Tech Center

FLSA: Non-Exempt

Group: Classified

Salary Class: IA

Salary Schedule: Classified

Job Summary

Under the general direction of the Director of Learning Services, provide support and materials for students with learning disabilities.

Essential Duties and Responsibilities include the following

Perform instructional support services in meeting the needs of students with learning disabilities; work in classroom with authorized instructor. Receive limited supervision within a broad framework of standard policies and procedures.

Work with classes of students with disabilities; understand their needs and provide basic computer instruction.

Develop knowledge of students' disabilities including specialized accommodations and techniques to improve their skills and strategies.

Set up demonstrations in the High Tech Center and prepare instruction, review and reinforcement of student progress; maintain all required student records.

Assist with students' morale building through the use of positive reinforcement of strategies; maintain the skills to work with students with disabilities.

Maintain materials inventories; assist in the identification of supplies and other materials needed to work with students in the High Tech Center.

Train students in the use of computers and appropriate software programs; maintain and upgrade computer systems in the High Tech Center, as appropriate throughout the campus.

Maintain a positive attitude, confidentiality and sensitivity to students with disabilities.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to the completion of approximately two years of college level work in the area of learning disabilities or related activities, strong computer experiences, and some experience working with disabilities in an educational or other setting.

Knowledge: Knowledge of tutorial concepts and their application; methods of working with these conditions; principles of motivation and learning related to students with learning disabilities; application of curriculum as it applies to individual differences in students; positive behavior modes; management techniques and strategies; computers.

Ability: Ability to work with students with special needs; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; perform simple clerical tasks and operate standard office machines including computers, relating to the instruction; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient and receptive attitude toward adults with learning disabilities; meet requirements associated with the tasks; operate technological equipment; use appropriate and correct English, spelling, grammar and punctuation; operate and problem solve computer applications; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort which may include frequent standing, walking, lifting and occasional climbing or stooping; use of light weight materials; Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

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