

Position: Instruction Lab Assistant - OSS	Salary Grade: 12
Department: Special Programs and Services	FLSA: Non-exempt

Summary

Performs discipline-specific tasks relating to, and involved with, students' educational and support services processes. Works primarily in courses that qualify as "special" courses under Title V.

Essential Duties and Responsibilities

- Assists in the coordination of the Learning Assistance Program, including ordering/making available adaptive equipment as needed for instruction;
- Assists in administering and scoring of diagnostic tests;
- Provides support assistance while student is in the regular academic programs (e.g. attends classes with student if necessary, helps students procure appropriate tests, modify tests, etc.);
- Operates adaptive equipment and instructional technology and trains students in its use.
- Informs instructor of questions being asked by students and discusses various academic matters;
- Meets with appropriate personnel on a regular basis to help implement plans, discusses appropriate teaching techniques, and evaluates/measures progress of students in the program;
- Assembles and maintains student folders, maintains and stores records, and keeps records as required;
- Provides individual and small group instructional assistance to students to present or reinforce learning concepts;
- Assists learning and disabled students in reading, writing, math and computer skills;
- Prepares lab assignments;
- Orders, stores and disposes of instructional materials and supplies;
- Types letters, correspondence, memos and tests; answers telephone inquiries and takes messages; and arranges for equipment repair on an as needed basis;
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires working knowledge of educational processes and needs for students with disabilities specific to an instructional program (discipline) or student services function, computer programs and software, and instructional support materials. Knowledge of basic instructional techniques and procedures. Requires skills in learning and demonstrating operation of computer lab equipment and materials. Requires skills to read and interpret documents such as safety rules. Requires the ability to demonstrate mathematical concepts through the pre-algebra level. Requires skills in correct English usage, grammar, spelling, punctuation and vocabulary. Requires interpersonal skills using tact, patience, and courtesy.

- **Abilities**

Must be able to work with students from diverse educational, ethnic, racial and disability backgrounds. Requires ability to perform individual and small group tasks. Requires ability to set up and operate adaptive equipment. Requires ability to operate a computer with minimal instruction. Must meet schedules and time lines. Must be able to work independently with little direction. Must understand and follow both oral and written directions. Must be able to communicate effectively both orally and in writing. Must be able to work cooperatively with others. May require the ability to perform work assignments at all college locations.

- **Physical Abilities**

Position involves light to medium walking, standing, stooping, carrying and lifting of light weight materials (under 50 pounds). Requires visual acuity to read numbers, letters and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone, carry on routine conversations, and project voice to a small group.

- **Education and Experience**

The position requires a high school diploma or equivalent, and at least one year of related instructional assistance experience. Additional education in adaptive instruction may be substituted for experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 11/08/07