

Barstow Community College

Position Description

Position: – ACCESS Instructional Aid	Salary Grade: 14
Department: Special Programs and Services	FLSA: Non-exempt

Summary

Under the direction of assigned administrator, the ACCESS Instructional Aide supports ACCESS students in transfer level math and/or English as assigned by a student's Academic Accommodation Plan (AAP) through note taking, transcription and as extra support either in one-on-one or group settings. This position may assist instructors and/or ACCESS program staff as needed.

Essential Duties and Responsibilities

- Work with Instructional faculty to ensure quality audio recording and note taking to support students in transfer level math and/or transfer level English courses as assigned by assigned ACCESS certificated staff.
- Transcription and distribution of notes within a short time frame.
- Work one-on-one with assigned Instructional Faculty in assigned courses as an accommodation to one or more ACCESS students.
- Provides individual and/or small group support either as one-on-one or through TLSC collaboration to ACCESS students registered in transfer level math or transfer level English to reinforce learning concepts.
- Meets with designated/assigned ACCESS certificated staff on a regular basis to give feedback of students with Instructional Aide accommodation.
- Communicate with assigned ACCESS certificated staff with any concerns, problems or questions that may need to be addressed regarding students receiving Instructional Aide accommodation.
- Document daily tasks rendered, students served, completed notes/note delivery as directed.
- Works with assigned certificated staff to provide feedback of accommodation success rates, ways to improve Instructional Aide accommodation, and any concerns or needs around the adaptive software/equipment utilized in position.
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- 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 academic programs and student services function
- Basic instructional techniques and procedures
- Adaptive computer technology including specialized equipment
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- Requires skills to read and interpret documents and assignments as assigned by instructional faculty in a classroom setting
- Interpret 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 an associates degree or high school diploma plus verified completion of college level Math and English with a B or better.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist. Schedule will be set each semester but will vary each semester based on course and ACCESS student needs.

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: November 16, 2022