

## **INSTRUCTIONAL ASSISTANT/DSPS**

### **CLASS SUMMARY**

Under general supervision – assists faculty by providing tutorial assistance and other instructional support services; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Provides tutorial assistance to individual and small groups of students with disabilities; administers and scores tests or work samples to measure levels of achievement; maintains a proper learning environment; performs various clerical duties including recording attendance and performance, preparing and distributing teaching aids and instructional materials, filing; assists in setting up, organizing and maintaining equipment and supplies; may orient students on proper operation of relevant equipment; assess student progress and discuss with faculty; may assist in registration.

### **ORGANIZATIONAL RELATIONSHIPS**

This class generally reports to the Deans but is under the direction of faculty. This class works closely with students in the classroom.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

A.A. degree with major in area assigned; or A.A. degree with two years work experience in specialized area of assignment; or above average successful completion of courses in related area and one year of work experience in related area; or any combination of training, experience, and a recommendation by the instructor/administrator and approval by their Dean.

#### **Knowledge and Abilities**

Knowledge of: principles of tutoring and assisting students with disabilities at the college level; good written and oral English; record keeping, clerical and general office procedures; college classroom and learning procedures; content area and equipment of relevant course(s).

Ability to: work well with tutor and assist students; assist instructors in various paraprofessional and instructional-related services; learn and utilize a wide variety of assigned instructional materials; administer and score objective tests; perform clerical, filing and supportive duties; learn and operate office equipment, computers and related software; understand and follow oral and written instructions; maintain a proper learning environment; establish and maintain effective relationships with instructors, personnel and students; be sensitive to students from diverse backgrounds.

Skills: some positions may require oral and written proficiency in a second language, as measured by biliteracy tests.