

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSOCIATE - LEARNING SKILLS AND DISABLED STUDENTS/PROGRAM AND SERVICES

BASIC FUNCTION: Under the direction of the Executive Dean, provide instructional assistance to students in language arts, basic skills, and disabled students programs and services.

REPRESENTATIVE DUTIES:

Present instructional material to classes and labs in the areas of ESL, conversational English, basic and intermediate reading, vocabulary development and writing; tutor students individually or in groups. (E)

Assess student educational needs using standardized and criterion referenced tests; design individualized programs and determine strategies; monitor student progress. Assist in administration and scoring of mandated Learning Disabilities assessment instruments. (E)

Prepare materials for classes, labs and homework; coordinate lecture materials with lab assignments in cooperation with instructors. (E)

Confer with students about skill levels and goals for improvement; confer with student assistants and tutors about student needs and progress; confer with instructors concerning student progress and available courses. (E)

Maintain records and prepare reports as required by the District, DSPS, and various funding agencies. (E)

Attend staff meetings to discuss student progress, strategies and curriculum. (E)

Operate audio-visual equipment such as film, overhead projectors, tape recorders and video tape equipment. (E)

Assist mainstream and disabled students in using a wide variety of computer hardware and software. (E)

Assist with arranging appropriate services and accommodations for disabled students. (E)

Assist with selection and scheduling of tutors and assistants. Schedule GED and Learning Disability assessment appointments. (E)

Review and recommend purchase of instructional materials. (E)

Assist in administration and scoring of designated testing batteries for students who are candidates for Learning Disability Program High Tech Center, or Acquired Brain Injury services; verify scores according to established procedures; assist with proctoring mainstream tests. (E)

Perform other related duties as assigned.

KNOWLEDGE OF:

Record-keeping techniques.

District organization, operations, policies, and objectives.

Oral and written communication skills.

Principles and practices of work direction and training.

Available published resources in area of language arts and basic skills, and disabilities.

Language arts and basic academic skills.

Instructional methods and techniques, and current technologies in those areas.
General needs and behavior of students of various ethnic, racial and cultural backgrounds.
Knowledge of and sensitivity to needs and behaviors of disabled students.

ABILITY TO:

Assist in student education or disability needs assessment and design of individual programs.
Develop individual programs for students.
Evaluate and recommend appropriate instructional materials.
Advise students concerning progress and goals.
Understand and follow oral and written directions.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a Bachelor's degree with emphasis in basic learning skills and language arts and two years of experience in adult level skills development programs.

ENVIRONMENT:

Indoor classroom environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.