

INSTRUCTIONAL ASSISTANT

Adaptive Physical Education

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty with instructional duties by working with students individually or in groups in the improvement of academic knowledge and technical skills; does related work as required.

TYPICAL DUTIES

Assists instructors in implementing individualized educational plans (IEP) for students with disabilities; assembles instructional materials, supplies and materials; supervises student workers as needed, including scheduling and assigning tutors; assists instructors by tutoring students individually and in groups in concept understanding and skills acquisition; confers with instructors on student progress, class procedure and instructional materials and equipment; maintains student attendance records; performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience working in a tutorial environment; or, two years teaching experience in physical education. NOTE: Additional education may be substituted for the required experience on a year-for-year basis. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree or 60 semester units (90 quarter units) in Physical Education, Kinesiology, Physical Rehabilitation, or related discipline.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; interpret IEPs for adaptive weight training and adaptive aquatic fitness; work effectively with those contacted during the course of work; read and write at a level required for successful work performance; communicate clearly and effectively; follow oral and written instructions. Use a computer for student assessments. Ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

SKILLS IN

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing

approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs

Los Rios Community College District
Instructional Assistant – Adaptive Physical Education
Page 2

of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

PHYSICAL AND ENVIRONMENTAL FACTORS

Ability to transfer disabled students from wheelchairs to mats or machines, and from pool to wheelchairs.