

INSTRUCTIONAL ASSISTANT **English/Hearing Impaired**

DEFINITION

Under general supervision of assigned manager/supervisor, assist faculty with instructional duties by working with deaf students individually or in groups in the improvement of language arts skills; and to do related work as required.

TYPICAL DUTIES

Works with Reading and Writing Center coordinators to develop programs for deaf students; tutors deaf students in English centers to facilitate comprehension and improve skills; assists in testing deaf students and in monitoring and evaluating their progress; maintains a system of deaf student records and files for Reading and Writing Center materials; assists in recruiting and training tutors to work with deaf students under supervision of instructor; and performs other related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of tutoring or instructional service experience, including one year working with deaf students. (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 in English or 60 semester units (90 quarter units) with 24 units in English courses.

KNOWLEDGE OF

Proper English grammar; methods and materials used in teaching composition and reading to deaf students; student recordkeeping procedures.

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

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; tutor deaf students in reading and composition on an individualized basis or in small group settings; maintain cooperative relationships with those contacted in course of work, including students and staff; practice mature judgment; utilize American Sign Language in a conversational situation as well as utilizing other sign language systems. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.