VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – ASSISTIVE TECHNOLOGY CENTER

BASIC FUNCTION:

Under the supervision of the Dean or designee, assist in providing computer access and instruction for students with disabilities. Perform various technical and clerical duties in support of assistive technology instruction.

REPRESENTATIVE DUTIES:

Assist the instructor in implementing the individual education plans for students with disabilities. E

Help students log in and out correctly, select correct software program and begin their assignments, and record their activities and scores. E

Offer assistance to a student if he/she encounters difficulty, and circulate to provide help and encouragement where needed. E

Instruct students in correct use of computer equipment (both hardware and software). E

Communicate with Assistive Technology Specialist regarding student progress and/or difficulties. E

Open the Assistive Technology Center, keep attendance and enrollment records, maintain semester schedule of assigned computer times, and maintain student records. E

Assist with registration and orientation of new students in the Assistive Technology Center, and assist with DSP & S priority registration. E

Perform other clerical duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate instructional techniques for students with disabilities
Windows, Word for Windows, and other Microsoft Office programs
General needs and behavior of students with disabilities
Basic computer hardware and software using an IBM PC
Appropriate procedures for solving computer related problems
English grammar, punctuation and usage

Revised January 2007
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INSTRUCTIONAL ASSISTANT – ASSISTIVE TECHNOLOGY CENTER (continued)

ABILITY TO:

Instruct and communicate effectively with disabled students displaying patience, courtesy, and sensitivity
Use and troubleshoot Windows, Word for Windows and other software programs
Provide reliable and consistent assistance to the Assistive Technology Center Specialist
Solve hardware and software problems which may occur
Use appropriate instructional techniques
Perform a variety of general clerical duties, including word processing
Type a minimum of 20 net words per minute
Read, understand and follow written directions
Keep accurate records
Learn to use the special assistive technology used in the Assistive Technology Center
Basic knowledge of computer troubleshooting

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college level course work and one year of experience working in a computer-related environment. Experience working with disabled students in a community college setting desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Assistive Technology Center computer lab and throughout campus offices as needed
Working with community college students with various types and severity of disability

PHYSICAL ABILITIES:

Good ability to communicate verbally with students and staff
Dexterity of hands and fingers to operate office and computer equipment
Seeing to read computer screens, schedules and other documents
Ability to move around the classroom, reach objects in cupboards and reach behind computers when necessary

HAZARDS:
Possible exposure to aggressive, anti-social, or inappropriate student behavior