

**DISABLED STUDENT INSTRUCTIONAL ASSISTANT**

**DEFINITION**

Provides specialized services to assist disabled students and to perform clerical duties.

**SUPERVISION EXERCISED AND RECEIVED**

Supervision is provided by the Associate Dean of Disabled Student Program and Services.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Provides instructional assistance to disabled students.

Types correspondence, orders supplies, and maintains inventory of supplies and equipment including tape recorders.

Schedules and provides work direction to student workers.

Provides mobility training for visually impaired students.

Delivers class lectures, notes and instructions, proctors exams and quizzes for homebound students.

Proctors exams, including making modifications to exams to be returned to counselors. Advises and assists students in the registration procedures.

Trains student workers to drive an electric tram, and continued safety in transporting disabled students.

Answers phones, schedules and monitors appointments.

Drives college van and/or electric tram to transport disabled students and staff.

Performs daily inspection of college van.

Makes minor repairs to disabled students wheelchairs, including tire inflation, and tightening of loose fittings.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Particular needs and problems of disabled students;

The use and operation of specialized materials and equipment used by disabled individuals:

## **QUALIFICATIONS (continued)**

Modern office practices and procedures

Principles of office management and organization

### **Ability to:**

Drive College Van and Tram, to transport disabled students safely.

Operate a variety of equipment and machines including computer terminal, typewriter, copier and tape recorder.

Maintain records and prepare reports.

Communicate effectively in person and on the telephone.

Work effectively with disabled students with various physical, learning or psychological disabilities.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

One year of clerical experience.

Experience providing services to persons with disabilities.

### **Special Requirements:**

Possession of or ability to obtain a Class 2 Driver License or possession of a recent medical clearance for a Class 2 Driver License.

Must possess or be able to produce a current DMV printout or driving record.