

## INSTRUCTIONAL PROGRAM SPECIALIST

---

### DEFINITION:

Under general supervision, to coordinate and directly provide a variety of instructional and program assistance to students; to perform a variety of related office and support activities in support of instructors and/or program areas; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This paraprofessional classification provides instructional program support in a variety of areas, primarily in learning-assistance related settings, such as learning labs, study labs, tutorial centers, or direct class room support. Incumbents in this classification typically specialize in one or more areas of instructional assistance, including but not limited to math, language, ESL, or special education. Incumbents are expected to exercise thorough knowledge and skills within assigned subject matter or program areas, and adapt the assistance provided to special population groups or learning needs. This classification may assign, direct and supervise the work of students and other non-employees. This class is distinguished from Senior Instructional Program Specialist which has broader responsibility for coordination of support for a learning assistance center, and may provide lead direction to Instructional Program Specialists.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Provides individual assistance and/or group assistance/leadership for students in open and/or specialized learning assistance centers and classrooms, including learning labs, study, tutoring and other specialized centers or programs;
- Explains texts and other course materials, problem solving techniques, principles and rules of subject matter areas;
- Reviews student work to identify further assistance needed and correct areas of deficiency;
- Prepares instructional support materials for group and individual use in learning assistance and lab settings, and/or classrooms;
- Adapts assistance, explanations and materials to special population/program needs;
- Reviews and maintains current knowledge of class subject matter, reference/learning resources, equipment, computers and software within area of expertise;
- Works with faculty and/or program staff to coordinate learning assistance with curricula and program requirements;
- Orients, provides training, and assists students in identification and use of learning assistance equipment and materials such as computers, software, self-tutorial and assigned materials, log-in, and recordkeeping;
- Turns on, sets up and monitors learning assistance equipment; performs operator

- maintenance of equipment; identifies equipment and facility problems and secures repairs and maintenance;
- Maintains lab/center materials and supplies in orderly and working condition; orders and maintains inventory and appropriate levels of supplies and equipment;
- Assists in marketing learning assistance and special program services to students, and/or recruiting students for special learning-assistance related programs; prepares flyers, announcements, posters and other materials, gives presentations, and makes other contact with students who could potentially benefit; assists students with required forms and paperwork related to special program areas; may coordinate special activities and/or clubs related to program, discipline or support area;
- Recruits, interviews and selects and trains student workers and other non-employees, and organizes, schedules, assigns, directs and reviews their work;
- Identifies other program and support resources of benefit to students, assists in referrals, and coordinates appointments;
- Monitors, documents and reports pertinent issues related to student progress, attendance, interactions and concerns;
- Operates a variety of standard office equipment such as desktop computers, copiers, scanners, and related;
- Maintains a variety of logs and records, compiles data, and prepares periodic and special summaries and reports;
- Performs a variety of support tasks such as in-person and telephone reception, compiling, collating, duplicating and distribution, coordination and scheduling, errands, and related;
- May provide specialized training, conduct field trips, and provide/operate physical/adaptive assistance related to specific needs of students with learning or physical disabilities, such as mobility training;
- May assist in orientation and training of new employees;
- May administer standardized non-interpretive tests.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge of:

Principles, theories, methods, resources and equipment of the specialized instructional/program area, at the community college level.

Methods and techniques of instructional and/or program area assistance.

Special needs, techniques and/or adaptive equipment for working with specified socio-economic, ethnic/cultural and/or learning and physical disability populations, according to area of assignment.

Use and operation of standard office equipment including desktop computers and common applications software, copiers, scanners, fax, telephone, etc.

Basic records management, data recording and report preparation methods and procedures.

Correct English grammar, spelling and punctuation.

#### Skill in:

Applying instructional methods and procedures.

Reading, understanding and presenting technical and specialized course materials.

Operating and training others in the use of specialized equipment, computers, software, materials and procedures within area of assignment.

Establishing and maintaining effective working relationships with those contacted in the course of the work, including adapting information, materials and interactions to special population needs including socio-economic, cultural, and/or learning and physical disability issues.

Maintaining clear and accurate records, logs, files, databases and other materials; preparing clear and concise reports, correspondence and other written materials.

Understanding and following oral and written instructions.

Other Requirements:

Specified positions must possess a valid California driver's license and have a satisfactory driving record; specified positions must be willing to work shifts; specified positions within this class may require certification of bilingual skill.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Possession of an Associate of Arts degree with major coursework related to the area of assignment, and two years of experience either in an instructional support capacity, or other responsible experience demonstrating adequate mastery of the subject matter area, and the ability to explain and assist in instructing of subject matter to others.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read and/or operate computer screens, texts, instructions, lab equipment, and related; speech and hearing for normal communication; manual dexterity to manipulate papers, and operate computer keyboards, standard office equipment, and specialized learning assistance equipment related to the area of assignment. Specified positions may require color vision. This work is performed primarily indoors in classroom and learning assistance center settings.