

JOB TITLE: SW/INSTRUCTIONAL AIDE (DSPS)

Work Status:	SW	Description Update	May 25, 2018
Hourly Rate	\$11.00 - \$15.00		
Range:			

BASIC FUNCTION:

Under the direction of assigned DSPS Supervisor/District Staff, provide approved academic access services for students verified to receive services per DSPS / Title V guidelines. These instructional aides, following direction from DSPS staff, work directly with students in the classroom setting, co-curricular activities, and/or testing. Instructional Aides may assist students by taking notes, manipulating classroom or lab related materials, providing verbal description for visual content, and reading or writing information provided by the student as well as other duties as assigned be utilized in a variety of settings assistance in an instructional lab, classroom environment, or office setting; assist instructors and/or program staff.

REPRESENTATIVE DUTIES:

- Provide academic support services for students in such a way as to allow student to be fully participatory and engaged in the learning environment.
- Assist as directed by student in preparation of class notes or documents for use for studying.
- Assist student (as directed by student) in the safe use of a variety of equipment, materials and supplies in an instructional lab setting.
- Communicate with DSPS Staff concerning any problems/questions that may need to be addressed regarding the student participating in the instruction area/method of working with staff/etc.
- Document daily tasks rendered, complete notes/note delivery, and log-in actual time worked.
- Assist staff and students with outreach opportunities/events.
- Perform related duties as assigned.

JOB QUALIFICATIONS:

- Pass or eligible for English 1A
- Good organizational skills
- Ability to work independently
- Punctuality in practice and time management skills
- Ability to read clearly, write legibly, or keyboard
- Ability to work with a diverse population

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- Ability to take and execute directions
- Maintain confidentiality and integrity of services

OTHER QUALIFICATIONS:

- Ability to multitask with continuity, cogency, and detail
- Attention to verbal and/or non-verbal/visual cues
- Basic knowledge of internet research
- Experience with computers and using Microsoft Office
- Bi-lingual/Multi-lingual
- Observe health and safety regulations in assigned work areas.
- Show understanding of specific rules, policies and procedures in the assignments/situations as given by district staff.
- Maintain cooperative and effective working relationships with others.
- Tolerance for variety of assignments

WORKING CONDITIONS:

Instructional Classroom/lab setting

Computer work and delivery of product in varied forms

Long periods of standing and sitting

Move from one work area to another

Can work no more than 20 hours per week and work only during instructional sessions in an academic year

No guaranteed fixed hours, services are linked to specific academic/student requests