

Position: Instructional Support Specialist II - DSPS	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 114

Summary

Under the technical direction of one or more members of the faculty or an instructional administrator, provides assistance to students involved in various laboratory settings designed to further their knowledge in a specific discipline and/or enhance understanding of unique learning styles. Designs and administers homework, test, or simulation situations to support learning and student lab requirements. This position will support students in Biology and Chemistry courses.

Essential Duties and Responsibilities

- Works with students individually or in class-sized groups to enhance their learning often based on an individual education plan (IEP) or information derived from assessments. Provides direct assistance in the use of equipment and materials needed for instruction as well as orienting students to the laboratory. Sets up established laboratory and/or alternative learning experiences for students as required by course outline, faculty direction, or IEP.
- Assesses student learning habits and needs, then devises learning plans and exercises using multiple media to meet those needs.
- Assists students and small groups in the development of study skills that contribute to their ability to maintain pace in the classroom and enhance understanding or comprehension of subject matter.
- May develop and/or receive instructional modules from faculty members, then instruct individuals and small groups using a tutorial format.
- Administers homework assignments, learning simulations, tests (which may include diagnostic tests designed to identify learning style), and quizzes to students as provided by instructors. Corrects tests and homework and assigns grades based on instructor's guidelines, reviewing corrected tests and homework results with students.
- Acquires, maintains and inventories equipment, supplies, computer peripherals and software, and written materials required for student instructional needs. Performs repairs on equipment and learning assistance devices. Checks out and maintains control over tools, equipment, supplies, materials used by students. May be required to maintain contact with appropriate vendors.
- Over the telephone or in person provides students, staff, instructors and public with information relating to specific programs. May take messages for students or instructors who are working in the area. May copy materials for distribution for students.
- Maintains records of laboratory activity, including typing forms or inputting data or otherwise retaining information regarding the acquisition, maintenance and distribution of tools, equipment, materials, supplies, and/or written materials.
- Provides for the general cleanliness and security of the laboratory or work area. Handles

and disposes of harmful or hazardous materials according to specific instructions relating to their disposal. Participates in providing for a safe environment for the conduct of the laboratory. Reports maintenance problems as they occur.

- Oversees the work of student helpers. Coordinates their activities in support of the instructional goals. Trains student helpers in appropriate technical aspects of their work. May maintain records for pay purposes.
- May provide instruction to individuals and small groups on special subjects. Develops materials to support instruction.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires knowledge of the principles, practices, procedures, and techniques of the assigned subject area (e.g., accounting, sciences, language, and writing). Requires a working knowledge of instructional methods and techniques. Requires a working knowledge of instructional methods and techniques for students who may have unique learning needs and styles. Requires a working knowledge of learning or simulation laboratory procedures, organization, equipment, tests, experiments, and simulations. Requires sufficient reading, math, and writing skills to perform individual and small group tutoring. Requires sufficient human relations skill to facilitate learning with small groups and to convey technical concepts to others. Requires sensitivity to the needs and needs and behavior of student of various ethnic, racial and cultural backgrounds.

▪ Abilities

Requires the ability to carry out the responsibilities of the position including deliver instruction to small groups, design and set up laboratory assignments, experiments, simulations, and tests, as well as student projects. Must be able to maintain the learning or simulation lab and equipment in a safe and organized manner. Requires the ability to instruct students in the use of learning assistance equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Must be able to coordinate the activities of work study students.

▪ Physical Abilities

Requires sufficient ambulatory to move to work stations. Requires good arm, hand, finger dexterity in order to use a personal computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to read numbers and words and to observe students perform tests and assignments.

▪ Education and Experience

The position requires an Associates degree and two years of experience in a laboratory, learning support, or equivalent environment. Additional higher education may substitute for experience.

▪ Licenses and Certificates