

**PERSONS EMPLOYED IN TEMPORARY/HOURLY POSITIONS MAY NOT  
WORK MORE THAN A TOTAL OF 160 DAYS PER FISCAL YEAR.**

**TECHNICAL/PARAPROFESSIONAL - #095  
(Instructional Associate – Learning Disabilities/Basic Skills)**

\$17.37/Hourly  
(Salary Range H-7-1)

July 11, 2005  
Coast Community Colleges  
Open Until Filled  
Continuous Opening

This is an open announcement to fill a temporary, part-time, "on-call" position as needed. The hours of work and effective date of employment will be arranged with the supervisor. Fringe benefits are not applicable.

**DEFINITION:**

Under general supervision of a Learning Specialist/Instructor, will implement an Individual Education Plan in the basic academic skill areas of reading, writing, spelling, and math for students with learning disabilities.

**EXAMPLES OF DUTIES:**

- a. Work with learning disabled students, using training materials and teaching strategies as developed and directed by the instructor.
- b. Prepare teaching materials on a weekly basis for each assigned student.
- c. Maintain daily records of each student's work with all training materials.
- d. Monitor progress toward stated goals, and review with instructor as needed.
- e. Attend and participate in staff meetings.
- f. Meet established deadlines for written reports.
- g. Complete time cards accurately and according to timelines.
- h. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

1. Teaching techniques associated with the basic skill areas of reading, writing, spelling and mathematics.
2. Learning disabilities.
3. Tutoring.
4. Modern office equipment, including a computer and related software for record keeping, word processing, and reporting.

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### MINIMUM QUALIFICATIONS: (Continued)

#### **Ability to:**

5. Understand a wide variety of educational procedures used with learning disabled adults.
6. Implement goals and objectives for a remedial learning disabilities program, using various learning materials.
7. Effectively assist and tutor students from a wide variety of cultural backgrounds, including students for whom English is not their native language.
8. Communicate effectively, both orally and in writing, including giving and understanding directions.
9. Gather data and compile information into clear and comprehensive written reports.
10. Maintain accurate records.
11. Plan, organize, and schedule a variety of activities.
12. Perform basic clerical duties and work with statistical data.
13. Establish and maintain effective relationships with those contacted in the course of work, especially the professional counseling staff.

#### **Education and Experience:**

14. Experience which demonstrates skill to work in a special education program in an instructional/college environment as a tutor, teaching assistant or similar position.
15. Or, any combination of education and experience that would provide the equivalent qualifications.

#### **Physical Demands and Working Conditions:**

16. Incumbent must be able to meet and perform the physical demands required in this capacity.

### APPLICATION PROCEDURES:

The completed application for this specific position must be submitted directly to the Coast Community College District, Office of Human Resources, 1370 Adams Avenue, Costa Mesa, CA 92626, Attention: Applicant Processing. Application forms may be obtained online at [www.cccd.edu](http://www.cccd.edu), or will be mailed upon request by calling (714) 438-4715. The District will consider only individuals who have submitted a complete application packet. Applications will be forwarded to the appropriate department for review and screening by the supervisor or appropriate administrator. Reasonable accommodations will be made for any physical or mental limitations of a handicapped person under provisions of the ADA.