



Job Title: Instructional Lab Facilitator- Disability Services Grade:

Department: Disability Services FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function

Coordinates the provision of classroom accommodations- including assistive technology, alternative format textbooks, and testing to support students with disabilities and Disability Counseling Services.

Characteristic Duties and Responsibilities:

- 1. Monitors laboratory activities; enforces rules and regulations and ensures safe environment.
- 2. Instructs students in laboratory classes; assists students with laboratory class-related problems, tutors students, reviews student *lab work*, monitors student progress, tests, and grades students.
- 3. Prepares facility for classes and ensures that work areas are clean and neat; ensures that equipment, materials, and handouts are laid out for classes.
- 4. Provides assistive technology services and support for the students with disabilities.
- 5. Monitors Disability Services Testing Lab, enforces testing rules and regulations, and ensures a safe environment.
- 6. Reads and scribes classroom materials and tests to students as necessary.
- 7. Maintains a library of course materials in alternative formats, which may include electronic files, audiobooks, and large print and Braille documents.
- 8. Researches and evaluates new assistive technology software and equipment, and makes recommendations regarding purchase decisions.
- 9. Develops guidelines, tutorials, and communications for the use of assistive technologies that impact learning for students with disabilities.
- 10. Assists in maintain assistive technology software and equipment; performs simple maintenance, cleans and stores equipment when not in use, monitors condition, and notifies supervisor of any needed repairs.
- 11. Performs other duties as assigned

Reporting Relationships:

Direction Received: Reports to Director, Division director, Chair of academic unit, or Program Director.

Direction Given: Responsible for directing and monitoring the work of part-time and/or temporary employees.





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Minimum Requirements:

Associate's Degree from a regionally accredited institution and two years of experience.

Knowledge. Skills. Abilities and Worker

Supervisory skills

Knowledge of laboratory procedures

Ability to work well with individuals with diverse background

Excellent computer skills

Working Conditions:

Typical office environment