

FUNCTIONAL ABILITIES FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE INSTRUCTIONAL ASSISTANT

Functional Ability Categories and Representative Activities/Attributes for the Associate of Applied Science Degree Instructional Assistant Program

The Federal American with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, Gateway Technical College makes every effort to ensure quality education for all students. However, we feel obliged to inform students of the functional abilities demanded by a particular occupation.

Personality Traits

- Desire to work with students of all ages and ability levels
- Enthusiastic
- Flexible
- Confident
- Strong Work Ethic
- Ability to work in a team/group-environment

Communication Skills

- Completed college level speech and written communication
- Effectively communicate with colleagues, parents and students
- Listen attentively to others
- Collaborate with others (children, families, colleagues)

Interpersonal Skills

- Establish rapport with individuals, children, families, peers
- Respect/value differences in others
- Demonstrate problem solving and conflict resolution skills

Analytical Thinking

- Process information from multiple sources
- Evaluate outcomes
- Prioritize tasks, demonstrates time management skills
- Interpret oral and written instructions (lesson plans, etc.)

Critical Thinking

- Implement activities for others
- Sequence information
- Make decisions independently
- Adapt decisions based on new information

Gross Motor Skills

- Have mobility to move with ease and speed if necessary
- Bend/twist/stoop/kneel/climb stairs

Fine Motor Skills

- Pick up objects with hands
- Maintain balance in multiple positions
- Cut effectively using a scissors

Physical Endurance

- Ability to sit or stand for long periods of time (floor, small child-size chairs, etc.)
- Ability to adapt to cold weather situations (recess duty)
- Ability to carry equipment/supplies
- Ability to lift 50 lbs. (pick up child, transfer child)
- Squeeze with hands (operate fire extinguisher) Hearing
- Hear normal speaking-level sounds
- Hear faint voices (whispers)
- Hear situations when not able to see students
- Hear auditory alarms (fire, weather, etc.)

Visual

- See objects up to 20 inches away (read books, skin conditions)
- See objects up to 60 feet away (playground)
- Use depth perception
- Use peripheral vision
- Distinguish color intensity (flushed skin/paleness)

Environment

- Tolerate exposure to allergens (latex gloves, chemicals)
- Tolerate exposure to dyes and cleaning agents
- Tolerate noisy environment (children playing)

Emotional Stability

- Establish professional relationships
- Provide support to children and families
- Adapt to changing environments/stress
- Deal with the unexpected (illness, crisis)
- Focus attention on task
- Multitask as needed
- Cope with strong emotions of others
- Accept responsibility for own actions/job functions

Academic Abilities

- **Reading**
 - Read and comprehend college level text
 - Demonstrate fluency (read to children)
- **Writing**
 - Effectively use the steps of the writing process
 - Must have legible handwriting (neat printing)
- **Math**
 - Add, subtract, multiply, divide whole numbers and fractions
 - Demonstrate problem solving abilities
 - Tell time
 - Document numbers in records
- **Science**
 - Follow the scientific method and use scientific reasoning