

**INSTRUCTIONAL SUPPORT SPECIALIST – ALLIED HEALTH****DEFINITION**

Under the direction of the Dean, plan and execute all operational and technical aspects of the Allied Health computer lab, classrooms, skills labs and simulated labs; responsibility for the installation, maintenance, and general operation of Allied Health labs including classroom operations, computer labs, high, mid, and low fidelity medical simulation equipment, task trainers, audio-visual equipment, and computers used in the training of healthcare professionals. Under direction, and performs highly advanced and technical support duties in a specialized Allied Health laboratory and/or instructional environment; assists instructors in preparing for complex learning experiences; serves as a lead worker over technical staff; coordinates the functions of several Allied Health units; operates and maintains specialized equipment related to the assigned instructional areas; monitors and ensures the safety of student activities that may involve the use of hazardous equipment, chemicals, or other materials; performs complex technical administrative support tasks for faculty and other instructional staff; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced and lead technical level class in the Instructional Support Series within the Yosemite Community College District (YCCD). Incumbents in this class provide advanced instructional and administrative support in specialized complex Allied Health laboratory and/or instructional settings and frequently serve as lead workers over multiple complex areas in such settings. Incumbents must possess and utilize highly technical and specialized knowledge of a particular Allied Health instructional area and related technology in order to perform duties and help ensure the safety of students.

This class may be distinguished from the lower-level class of Instructional Support Technician because incumbents in that class perform a wide range of complex technical instructional and administrative support duties in science, vocational, engineering, electronics, photography, physical education, or other specialized and technical laboratory environments, but do not typically serve as lead workers in those types of specialized settings.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a Dean, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees or student employees on a regular basis.

**ESSENTIAL DUTIES**

- Assists Allied Health faculty and instructional staff by preparing and presenting complex technical materials designed to enhance students' learning processes; participates in the planning

and implementation of exercises and/or experiments; sets up and conducts complex instructional exercises as directed; may independently implement and coordinate instructional sessions and activities.

- Operate and maintain simulation equipment, task trainers, computerized simulators, and virtual reality procedural trainers with the ability to follow technical aspects of scenarios, and make appropriate adjustments to technology systems
- Perform program maintenance and repair of the simulators, software, hardware and audiovisual equipment
- Be responsible for the orientation, training and ongoing support of simulation faculty during simulation
- Creates and maintains life-cycle maintenance plans labs, classrooms and for all laboratory equipment
- Set-up and tear down skills and simulation labs classroom and computer labs
- Collaborate with various stakeholders, faculty and staff to perform activities related to the scheduling, implementation, and maintenance instructional operations and simulation.
- Support the development and implementation of simulation based education.
- Serve as simulator operator by testing and running scenarios together with simulation facilitators.
- Support the use of digital media and provide technical support for computer-based multimedia
- Conduct inventory and maintain supplies, media, materials related to simulation and equipment at an adequate level as budget allows in an organized manner.
- Ensure simulation equipment functionality, security, and safety and/or appropriately troubleshoots, removes, disposes, or repairs equipment.
- Assist in scheduling simulation experiences.
- Oversee the set up and take down of simulation laboratory equipment – allowing for turnover of simulation lab set up as necessary.
- Monitor and track laboratory budget.
- Provide recommendations for equipment and supply purchase anticipating future changes in technology.
- Ensures safety for all users.
- Maintain laboratory to meet regulation and accreditation standards where applicable.
- May participate in faculty and department meetings to assist with development and implementation of simulation experiences.
- Coordinate training for users of the simulation laboratory including faculty.
- May attend conferences and/or join professional organizations to network with other lab/simulation Specialists at local/state/national level to develop and utilize best practices.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a Human Patient Simulation, nursing skills, Medical Assisting, Respiratory Care, or other Allied Health laboratory or other highly technical setting.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties.*

*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**Knowledge of:**

- Operations, procedures, goals or objectives of the Allied Health laboratory(ies) and program(s) assigned.
- Organizational and time management skills to keep materials in order, track various projects, maintain files, and follow through assignments to completion.
- Mechanical skills to maintain and use equipment in the simulation center.
- Methods and techniques of student instruction and tutoring.
- Principles and practices of supervision and leadership.
- Specialized subject matter pertaining to Allied Health disciplines.
- Familiarity with PC or Mac platforms with experience in MS Office and the ability to learn additional software programs, including audiovisual and computerized simulation equipment.
- Basic mathematical principles and applications.
- Proper English usage, spelling, grammar and punctuation.
- Principles and practices of filing and record keeping.
- Principles of business letter writing and basic report preparation.

**Ability to:**

- Perform specialized technical laboratory duties pertaining to Allied Health disciplines.
- Provide hands-on academic support to students as a supplement to their classroom teaching.
- Prepare laboratories and lessons as requested by the instructor.
- Operate standard instructional audio-visual equipment: projectors, microphones, portable screens, media players, etc.
- Assist and support faculty during instructional simulations, demonstrations, and/or other activities
- Respond to a variety of requests for assistance from students and instructors.
- Listen effectively and appropriately assess student academic needs.
- Work with students from a wide range of cultural backgrounds, ages and academic abilities.
- Lead and direct the work of subordinate staff.
- Maintain accurate and complete records and files.
- Explain and ensure adherence to laboratory and program procedures, goals and objectives.
- Provide strong interpersonal and communication skills (written and oral) to interact with and work effectively with other faculty, staff, students, and vendors in a positive, helpful and cooperative working relationship
- Establish and maintain effective working relationships with those contacted in the course of work.

**Licenses and Certificates:**

- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes, and/or prepare laboratory materials/equipment; must have a full range of motion in the upper extremities.

- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with students, teachers and others, including the public.
- **Other Factors:** moderate risk of exposure to hazardous chemicals, biological materials, flammable gases and electric shock; moderate use of equipment with moving and/or sharp parts.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Pattern I

- Experience: Two years equivalent to an Instructional Support Technician at YCCD, performing duties that provided experience with Allied Health academic areas (which may vary depending upon the assignment of the position).

OR Pattern II

- Education: Possession of an associate's degree from an accredited college with major course work in an Allied Health discipline, or a related area, such as instructional technology, applicable to the specific assignment of the position.
- Experience: Four years performing technical duties that provided familiarity with Allied Health instruction, with a minimum of two years experience in healthcare simulation as an education or simulation technician, or relevant, related work in clinical environment as an EMT, paramedic, or other health profession.

**Special Requirements:**

- Depending upon the assignment of a position, applicants may be required to demonstrate technical knowledge and skills pertaining to Allied Health instruction.