

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Auto Mechanics

Unit: Office Technical

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Job Code: J1324
Original Date: 11/1986
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 19

DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work in an instructional lab setting for automotive mechanics.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional setting designated for automotive mechanics. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical and clerical duties, requiring experience in automotive mechanics. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional area and must possess more extensive technical or academic training and experience in automotive mechanics.

EXAMPLE OF DUTIES

1. Control the circulation of equipment found in a lab for automotive mechanics to students and instructors by checking items in and out, maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.
2. Assist students in the proper selection, operation, and care of equipment located in the lab; assist students to understand assignments by reinforcing instruction provided by the instructor.
3. Perform clerical duties, such as answering telephones, taking messages, opening and outing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports, and maintaining records and files.
4. Process incoming hand tools and supplies by identifying and labeling items and maintaining appropriate records.
5. Operate a variety of equipment related to automotive mechanics.
6. Prepare materials and equipment for demonstration by instructors.
7. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students.
8. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
9. Test, adjust, and maintain equipment found in an automotive garage; check and replenish oil or fluids in equipment.
10. Make minor repairs of equipment; schedule other repair and maintenance of equipment according to approved procedures.
11. Provide training and work direction to student aides and hourly assistants.

12. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of automotive mechanics.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in automotive mechanics.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving the field of auto mechanics.
- Technical aspects of automotive mechanics

Skills and Abilities:

- Assist students in understanding and applying basic principles of automotive mechanics.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and repair of equipment found in an automotive garage.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to automotive mechanics and satisfactory completion of sufficient specialized training in automotive mechanics to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Usually involves an automotive garage; may be exposed to noise, lifting, and fumes from exhaust.