

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Instructional Assistant / Electronics

**Unit:** Office Technical

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**Job Code:** J1240  
**Original Date:** 01/1991  
**Last Revision:** 05/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 18

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### **DEFINITION**

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, assist students and instructors and perform technical support work in an instructional lab setting for electronics.

### **DISTINGUISHING CHARACTERISTICS**

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

### **EXAMPLE OF DUTIES**

1. Control the circulation of electronic supplies, materials, tools, and equipment 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 electronic materials and equipment; assist students to understand assignments by reinforcing instruction provided by the instructor.
3. Oversee the preparation and maintenance of the electronics' tool crib.
4. Perform clerical duties, such as answering telephones, taking messages, opening and routing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports, and maintaining records and files.
5. Process incoming supplies, materials, tools, and equipment by identifying and labeling items and maintaining appropriate records.
6. Operate a variety of equipment related to an Electronics Department.
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. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
10. Provide training and work direction to student aides and hourly assistants.
11. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

Knowledge:

- Basic knowledge of electronic equipment.
- DC, AC, RF, FM, and Semiconductor theory.
- Digital operation and microprocessors.
- District organization, operations, policies, and objectives.
- Electronic circuits problem solving and trouble shooting.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various racial, ethnic, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional labs and learning centers for electronics.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving field of specialty.
- Technical aspects in the field of electronics.

Skills and Abilities:

- Assist students in understanding and applying basic principles of electronics.
- Calibrate and perform minor maintenance and repair of electronic equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain complex electronic and math concepts clearly and concisely.
- Maintain records and prepare reports.
- Make arithmetic calculations.
- Meet schedules and time lines.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment.
- Train and provide work direction to others.
- 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 electronics and satisfactory completion of sufficient specialized training in the electronics field to satisfactorily perform the assigned duties.

**WORKING CONDITIONS**Physical Requirements:

Category II

Environment:

Involves and electronics instructional laboratory setting. Subject to hazards associated with working with high voltage.