

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Auto Body / Paint

Unit: Office Technical

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Job Code: J1212
Original Date: 01/1991
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, assist students and instructors and provide technical support in an instructional lab setting for Auto Body Repair and Paint.

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. Assist students in assignments related to auto body repair and paint.
2. Tutor students individually or in small groups, reinforcing or following up on instructions provided by the instructor.
3. Explain concepts, principles, and terminologies to students.
4. Control the circulation of all power tools, hand tools, and materials 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.
5. Assist students in the proper selection, operation, and care of all power tools and equipment; assist students to understand assignments by reinforcing instruction provided by the instructor.
6. 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.
7. Process incoming supplies, materials, tools, and equipment by identifying and labeling items and maintaining appropriate records.
8. Operate a variety of equipment related to auto body repair and paint.
9. Prepare materials and equipment for demonstrations by instructors or for use by students.
10. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students.
11. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.

12. Make minor repairs to equipment; replace sanding pads on all power tools.
13. Test, adjust, and maintain equipment by lubricating all power tools, gaskets and "o" rings; checking power tools and equipment for proper operation; checking wires for fraying and replacing as needed; replacing worn out pads, disks and filters; and periodically draining all air lines running through the shop area and paint booths; schedule other repair and maintenance of equipment according to approved procedures.
14. Provide training and work direction to student aides and hourly assistants.
15. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
16. Maintain a hazardous waste container for use at all times; when full, ensure waste is properly disposed of according to the approved procedures.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of auto body repair and painting.
- Correct procedures for preparing a car for painting.
- 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 auto body repair and paint.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving the fields of specialty.
- Technical aspects of auto body repair and auto painting.

Skills and Abilities:

- Assist students in understanding and applying basic principles of auto body repair and paint.
- Communicate effectively both orally and in writing.
- Demonstrate the proper use of hand tools and power tools.
- 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.
- Mix and apply plastic fillers, primer surfaces, sealers, and paint products.
- Perform minor maintenance and repair of all equipment in the auto body shop.
- Plan and organize work.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with very little direction.

Training and Experience:

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

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Usually involves an automotive garage setting; exposure to fumes from exhaust as well as paint, reducers, and catalysts.