

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Aviation

Unit: Office Technical

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Job Code: J1320
Original Date: 08/1994
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 Aviation.

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 provide 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 instructional supplies, materials, tools, and equipment to students and instructors by checking items in and out, maintaining records and inventories, and ordering replacement items as necessary according to approved procedures.
2. Repair and maintain instructional materials, supplies, and equipment, such as Federal Aviation Administration manuals, as necessary; schedule other repair and maintenance of equipment according to approved procedures.
3. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students. Provide appropriate safety training when necessary.
4. Assist students in the proper selection, operation, and care of instructional materials and equipment.
5. Provide technical assistance and instruction to students regarding available Federal Aviation Administration certification and degree programs.
6. Perform clerical duties, such as answering telephones, taking messages, opening and routing mail, and maintaining records and files; place telephone calls to vendors and suppliers regarding parts and equipment availability; respond to telephone inquiries regarding the Aviation Program.
7. Handle, utilize, and arrange for disposal of hazardous materials, such as acetone, MEK, aircraft exterior coatings, gasoline, and other assorted solvents; understand and communicate all safety procedures regarding hazardous material handling.
8. Prepare requisition forms for non-stock equipment and supplies or other items purchased through Revolving Fund; pick-up supplies and equipment from vendors when necessary.
9. Represent the Aviation Maintenance Technology Department at various air shows and high school career and education fairs; discuss opportunities with potential students.
10. Provide training and work direction to student aides, work-study students, and hourly assistants.

11. Maintain the cleanliness of work areas; ensure the security of assigned areas and equipment.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- 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 an instructional laboratory setting for aviation.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations for aviation equipment and supplies.
- Technical aspects of aviation, including use of specialized tools, FAA regulations and limitations, and FAR Air-worthiness directives.

Skills and Abilities:

- Assist students in understanding and applying basic principles of aviation.
- 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.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of tools and equipment.
- Train and provide work direction to others.
- Understand and follow written and oral 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 aviation maintenance and satisfactory completion of sufficient specialized training in aviation maintenance to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:

Category II; should be able to lift up to 50 lbs.

Environment:

Involves an instructional lab in an aviation maintenance setting; handling hazardous materials and is exposed to loud noise on a regular basis.