

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Sheet Metal-Pipefitting

Unit: Office Technical

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Job Code: J1246
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, perform tutorial, technical, and clerical work in an instructional setting for pipefitting and sheet metal.

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. Tutor students individually or in small groups, reinforcing or following up on instruction provided by instructors.
2. Ensure that appropriate safety procedures are observed by students; maintain instructional area in a clean and orderly manner; and ensure the security of the facilities as assigned.
3. Prepare materials and equipment for use by students; control the circulation of instructional supplies, materials, tools, and equipment to students; repair and maintain instructional materials and equipment.
4. Advise students in the proper operation and care of instructional equipment.
5. Provide relevant information to instructors regarding student progress.
6. Process incoming supplies and maintain appropriate records.
7. Assist in preparing materials and equipment for use by instructor.
8. Perform clerical duties and maintain records and files.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General math.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- General pipefitting and sheet metal knowledge.
- Instructional methods and techniques.

Operation, maintenance, uses, and characteristics of a wide variety of common tools and equipment used in instructional labs for pipefitting and sheet metal.

Oral and written communications skills.

Principles and practices of cooperative work relationships.

Record keeping techniques.

Safety regulations involving field of specialty.

Technical aspects of pipefitting and sheet metal.

Skills and Abilities:

Assist students in understanding and applying basic principles of pipefitting and sheet metal.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Explain work assignments to students.

Laying out work from blueprints.

Make simple arithmetic calculations.

Meet schedules and time lines.

Perform minor maintenance and repair of small tools and equipment.

Plan and organize work.

Prepare materials and maintain records.

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 pipefitting and sheet metal and completion of sufficient specialized training to perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Noises from general shop equipment, and welding fumes.