Title: Instructional Assistant / Steel Fabrication

Unit: Office Technical

Job Code: J1284
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 technical and clerical work in an instructional setting for steel fabrication/blueprint reading.

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 instructional tools, equipment, supplies, and materials to students.
2. Assist students in lab projects related to steel fabrication and blueprint reading.
3. Tutor students individually or in small groups, reinforcing or following up on instruction provided by instructors.
4. Explain concepts, principles, and terminologies to students.
5. Advise students in the proper operation and care of instructional equipment.
6. Repair and maintain instructional materials and equipment; ensure that safety procedures are observed by students.
7. Assist classroom instructor in preparing materials and equipment for use by students.
8. Perform clerical duties and maintain records and files.
9. Provide information to students, instructors, and others as requested.
10. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
11. 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.

General steel fabrication and shipbuilding practices.
Instructional methods and techniques.
Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional labs for steel fabrication.
Oral and written communications skills.
Principles and practices of cooperative work relationships.
Record keeping techniques.
Safety regulations involving field of specialty.
Technical aspects of steel fabrication and blueprint reading.

Skills and Abilities:

Assist students in understanding and applying basic principles of steel fabrication.
Communicating effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Explain work assignment to students.
Lay out work from blueprints.
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 steel fabrication and blueprint reading and completion of sufficient specialized training to perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Dirty, usually involves the use of rusted metals and may be exposed to fumes from the arc welding and metal cutting.