

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL ASSISTANT/TECHNICAL EDUCATION

Salary Range 16

BASIC FUNCTION:

Under the direction of the Dean of Technical Education, control parts, tools and supplies in an assigned instructional lab involving auto body, air conditioning and welding; assist students in a lab setting with technical instructions on the safe use of power equipment and hand tools. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists students in classroom lecture and lab activities, answer questions and assist with project and worksheets, instruct students in the use of tools, equipment, and safety practices. (E)
- Assists in the administration and grading of projects; assists in the preparation of exam, projects, and worksheets. (E)
- Issues, collect, and inventories tools and supplies; requisition replacements as required; operate and perform preventative maintenance and repair of tools, aircraft and equipment. (E)
- Update and maintain records of attendance and grades according to established procedures. (E)
- Fabricate replacement aircraft simulator parts and construct lab work areas such as paint booths. (E)
- Update and maintain lab copy of Federal Aviation Administration regulations; assist FAA representative with inspections of programs as required; attend FAA meetings as assigned; and maintain A&P curriculum current per FAA requirements. (E)
- Perform AVC aircraft maintenance to keep aircraft in operable condition for instruction purposes.
- Assists in recruiting students during outreach functions. (E)
- Maintain FAA and A&P school facilities drawings current. (E)
- Maintain lab computers current with FAA required data.
- Check out and retrieve tools from students; clean tools, labs, and equipment. (E)
- Assist students in the labs as per Instructors instructions.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: college level course work in assigned area of specialty and one year experience checking out or working with auto body, machine shop, air conditioning or welding tools, parts and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid forklift operator's certificate.

KNOWLEDGE OF:

Inventory methods, procedures and record-keeping.

Operation, uses, care, calibration, repair and maintenance of auto body, air conditioning, welding and machine shop tools, parts and equipment.

Basic record-keeping techniques.

Technical aspects of field of specialty.

Proper methods of storing equipment, materials and supplies.

Basic computer operation.

ABILITY TO:

Issue proper tools, materials and equipment needed by students and instructors.
Maintain security and records for tool room area.
Establish and maintain cooperative relationships with students and instructors.
Perform basic repair and maintenance of department tools, materials, parts and equipment.
Maintain accurate inventory and repair records.
Operate a computer terminal to input and retrieve data.
Make less complex repairs to electrical equipment.
Read and write at the level required for successful job performance.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, instructors, students, vendors.

PHYSICAL EFFORT:

Lifting and carrying heavy equipment.
Pushing and pulling.
Bending at the waist.
Dexterity of hands and fingers to operate equipment.
Reaching to demonstrate repair techniques.
Standing for extended periods of time.

WORKING CONDITIONS:

Shop environment.
Noise and fumes.
Driving a vehicle to conduct work.
Working around and with machinery having moving parts.
Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste.