

INSTRUCTIONAL ASSISTANT **Advanced Transportation Technician**

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Organizes shop, lab, and tool rooms to provide orderly, efficient use and safe storage of supplies and equipment; maintains record of equipment and supplies ordered, received, and issued; and identifies and works with equipment, hand, heat and power tools and materials common to Recreational Vehicle (RV) service and Advanced Transportation Technology (ATT) service fields. Establishes and maintains effective relationships with instructors and students; assists instructors and assembles materials for instructional use; and assists instructors in the RV Service Technician (ATT) programs by tutoring students individually and in groups in concept understanding and skills acquisition. Assists with safety training and overseeing of safe working conditions and student practices as directed by instructors; acts as shop foreman and is responsible for shop safety when instructor is out of voice contact with students. Trains students to do specific installation, operation, and maintenance jobs; prepares materials and equipment for demonstrations and instructional use as requested by instructors; and records and files test results in accordance with specific instructions. Assists with maintenance of student project records, and faculty members or staff with laboratory or field research; assists and trains students in the use of instructional equipment and appropriate learning methods and procedures; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring instruction or work experience related to one or more of the Advanced Transportation Technology services. ATT service areas include Aeronautics (Flight Technology or Airframe and Power Plant), Railroad Operations, Recreational Vehicle or Electric Vehicle Technologies. NOTE: Additional education may be substituted for the required experience on a year-for-year basis. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of one year of college, or 30 semester units (45 quarter units), with an emphasis in Aeronautics (Flight Technology or Airframe and Power Plant), Railroad Operations, Recreational Vehicle, or Electric Vehicle Technologies. NOTE: One additional year of qualifying experience may be substituted for the required education.

KNOWLEDGE OF

Knowledge of instructional methods, tutoring, and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language

including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, and their applications. Knowledge of administrative and clerical procedures and systems; word processing; filing and records management systems, forms design principles, and other office procedures and terminology. Knowledge of the basic elements of assisting students in the care and use of equipment related to RV and ATT services. Knowledge of names, care, and use of hand, heat and power tools, materials and equipment used in the instructional classroom, shop and laboratory for RV and ATT services work; and a knowledge of maintenance practices, and tool room and storage operations and procedures.

SKILLS IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to identify and work with equipment, hand, heat and power tools and materials common to RV service and ATT services programs; and to practice safety and direct proper safety practices in the RV service and ATT services programs. The ability to maintain records, equipment, and materials in an orderly condition; and to organize shop, lab, tool rooms, and storage rooms for safe and efficient instructional use. The ability to oversee, tutor, and train students in courses and in the program. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Hand, heat and power tools, and equipment related to RV service and ATT services, and computers.