

## **INSTRUCTIONAL ASSISTANT**

### **Aeronautics**

#### **DEFINITION**

Under general supervision of assigned supervisor/manager, assists Aeronautics faculty with instructional duties by working with students individually or in small groups in the improvement of technical knowledge and skills; and to do related work as required.

#### **TYPICAL DUTIES**

Assists instructors in Aeronautics by tutoring students individually and in small groups in concept understanding and skill acquisition; assembles instructional materials according to prescribed guidelines; administers skill and knowledge tests; records and files test results in accordance with specific Federal Aviation Agency instructions; train students in the use of instructional equipment and appropriate learning methods and procedures; confers with instructors on student progress, class procedures, and instructional methods on a regular basis; maintains records and files of instructional material and equipment; assists with the maintaining of student project records; enforces lab safety rules at all times; performs related duties as assigned.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year of experience in aircraft maintenance. (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 an Associate's Degree in Aeronautics, or 60 semester units (90 quarter units), with 50 units in aeronautics courses.

##### **SPECIAL REQUIREMENT**

Possession of a current Federal Aviation Administration (FAA) Airframe and Power Plant certificate.

##### **KNOWLEDGE OF**

Names, care and use of hand and power tools, material and equipment used in aviation; basic recordkeeping procedures; tutoring techniques and procedures; elements of correct English usage, spelling and arithmetic.

##### **SKILLS IN**

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in 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 identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. 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, multi-cultural environment.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the essential functions of the position; identify and operate equipment, supplies and material common to the field of aeronautics; tutor students in the subject area; speak clearly and effectively; follow oral and written directions; work effectively with others; and 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)**

Current office technologies, including computers, scanners, printers, copiers, facsimile machines, common shop hand and power tools, forklift, electrical test equipment, battery chargers, band saw, drill press, sanders, welders, grinders, aircraft ground power units, aircraft systems mockups, precision measurement equipment, various aircraft, aircraft jacks, engine test stands and equipment.