

INSTRUCTIONAL ASSISTANT

Horticulture

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. Orders materials, equipment and tools to support unit operations. Assists in preparing instructional laboratory materials, and does related work as required.

TYPICAL DUTIES

Assists with safety training and oversight of safe working conditions and student practices as directed by instructors. Prepares materials and equipment for demonstrations and instructional use as requested by instructors. Assists instructors in setting up, caring for and storing equipment and related materials needed for instructional use. Maintains, adjusts, repairs and calibrates equipment. Maintains records of equipment and supplies ordered, received, issued and sold. Assists faculty and staff with laboratory or field research. Assists in maintaining a collection of resource materials, including records and files of instructional materials and equipment. Oversees student workers as needed, including scheduling. Propagates and maintains plant material including mixed media, planting, watering, fertilization, pest control, washing pots, pruning and grooming plants. Maintains order and cleanliness in plant production areas; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of successful experience working in horticulture performing mechanical and technical maintenance, and plant production. NOTE: Additional qualifying 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 an Associate's Degree in Horticulture or 60 semester units (90 quarter units) with 37.5 units in horticulture courses. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

KNOWLEDGE OF

Knowledge of the names, care and use of plant materials and equipment commonly used in instructional classrooms, shops and laboratories for horticulture. Knowledge of principles applicable to landscape equipment and their operation and maintenance in a horticulture lab including facilities maintenance. Knowledge of federal, state and local safety laws and regulations. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, and basic geometry, and their applications. Knowledge of administrative, record keeping and clerical procedures and systems.

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; 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 work with students with cultural and academic diversity. The ability to identify and work with equipment, hand and power tools and materials common to horticulture; practice safety and direct proper safety practices in horticulture; and maintain records of accountability for equipment, tools and materials. The ability to organize lab, tool rooms and storage rooms for safe and efficient instructional use. The ability to tutor students in courses in the horticulture 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)

Computer, printer, copier/fax, and equipment associated with horticulture facilities maintenance and operations.