

INSTRUCTIONAL ASSISTANT

Mechanics

DEFINITION

Under general supervision to assist certificated staff with instructional duties by working with students individually or in groups in the improvement of academic knowledge and technical skills; and to do related work as required.

TYPICAL DUTIES

Assists instructors in the mechanics program by tutoring students individually and in groups in concept understanding and skill acquisition; assembles instructional materials according to instructors' guidelines; assists and trains students in the use of instructional equipment and appropriate learning methods and procedures; acts as shop foreman and is responsible for shop safety when instructor is not within voice contact of students; maintains records and files of instructional materials and equipment; maintains student attendance records; supervises student workers as needed, including scheduling and assigning tutors; sets up and operates audiovisual equipment; assists with maintaining of student project records and with job placement of students upon completion of courses; performs other duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instruction or work experience related to mechanics.

EDUCATION

Completion of two years of college with an emphasis in mechanics, or comparable experience.

KNOWLEDGE OF

Names, care, and use of hand and power tools, materials and equipment; tutoring techniques and procedures; basic recordkeeping procedures; basic elements of assisting students in care and use of equipment.

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)

Perform the basic functions of the position; identify and use equipment, supplies and materials common to the field of mechanics program; maintain records, equipment and materials in orderly condition; follow oral and written directions; read and write at the level required for successful job performance; maintain cooperative relationships with those contacted in the course of work; supervise and train students; practice mature judgment.