

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: SENIOR INSTRUCTIONAL ASSISTANT**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of an area administrator, perform advanced and technical instructional reinforcement and demonstrations in a lab/shop environment, including Writing Center; Art/Photography lab, Automotive shop, Construction and Manufacturing Technology lab, Computer Integrated Design and Graphics lab, Computer Information Systems (CIS) lab, Adaptive Computer Training Center, Welding lab, Electronics and Computer technology lab, Restaurant Management lab, or similar; coordinate and monitor the use of the lab/shop; operate technical equipment and tools and demonstrate safe and proper operation; troubleshoot and perform routine maintenance on a variety of lab equipment; respond to questions and assist students as needed with proper and safe operation of equipment; prepare lab exercises and teaching aids; prepare and maintain a variety of records related to lab activities.

**DISTINGUISHING CHARACTERISTICS:**

Senior Instructional Assistant incumbents perform advanced and technical instructional assistance involving greater scope of instructional reinforcement, independence and ramifications of errors such as a Writing Center, Art/Photography lab, Automotive shop, Construction and Manufacturing technology lab, Computer Integrated Design and Graphics lab, CIS lab, Adaptive Computer Training Center, Welding lab, Electronics and Computer technology lab, or Restaurant Management lab, or similar. Instructional Assistant incumbents provide instructional assistance activities in the use of various equipment, computers and software applications in a Business Education Technology, Learning Center, Allied Health, ESL/Foreign Language, Agriculture and Natural Resources or Physical Education instructional lab and provide instructional assistance and reinforcement to individuals or groups of students.

**REPRESENTATIVE DUTIES:**

Perform advanced and technical instructional reinforcement and demonstrations in a lab/shop environment, including Writing Center, Art/Photography lab, Automotive shop, Construction and Manufacturing technology lab, Computer Integrated Design and Graphics lab, CIS lab, Adaptive Computer Training Center, Welding, Electronics and Computer technology lab, Restaurant Management lab, or similar; assist students in concept understanding and skill acquisition. *E*

Assist students individually and in small groups with lab/shop assignments, projects and repairs; oversee and inspect student repairs performed on automobile components and systems and on welding assignments. *E*

## Senior Instructional Assistant – Continued

Prepare lab and materials for students; organize and demonstrate lab exercises, demonstrations and activities to correspond to classroom curriculum and theory; recommend supplemental lab exercises to maximize instructional benefit, including the purchase of new equipment or software applications. *E*

Operate a variety of technical equipment, machinery and tools used within assigned lab. *E*

Answer questions, correct improper use of equipment and software, and orient students to the equipment and lab policies and procedures. *E*

Prepare test plates and provide direction to students and others seeking welding certification through the District; prepare and bend test weldments to verify compliance with established quality standards. *E*

Perform a variety of clerical duties; prepare and maintain records and files of lab activities, attendance, grades, student progress, and equipment maintenance. *E*

Maintain tools, equipment and the lab/shop facility in a clean and proper working condition; perform minor maintenance and repairs and notify appropriate personnel of major maintenance and repair needs; discuss malfunctions and needed technical support with vendors; maintain an adequate inventory of supplies and materials. *E*

Assist academic staff with programs, planning curriculum, lesson plans, assignments and instructional materials; assist with the research and purchase of supplies and materials for the lab/shop. *E*

Provide training and work direction to tutors and student workers as assigned.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Operation and proper and safe use of a variety of tools, equipment, hardware and software used in the assigned instructional lab.

College curriculum and educational requirements of assigned subject area.

Operation, troubleshooting and maintenance of respective lab equipment.

Lab computers or advanced welding equipment as appropriate for assigned computer lab.

Personal computer architectures; upgrade and repair methods and procedures.

Technical aspects of subjects taught in the assigned lab.

Instructional and reinforcement methods and techniques.

Hardware and software configuration and troubleshooting.

Student guidance principles and practices.

Lab procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

## Senior Instructional Assistant – Continued

Health and safety practices and procedures used in the maintenance and repair of automotive engines and components, welding, construction and manufacturing, or restaurant management equipment.

Basic record-keeping techniques.

Proper lifting techniques.

### **ABILITY TO:**

Perform advanced and technical instructional reinforcement and demonstrations in an assigned lab/shop environment.

Construct programs using BASIC, Visual BASIC, or other similar platforms as required by position.

Coordinate and monitor use of the lab/shop and related equipment.

Troubleshoot and perform routine maintenance of a variety of lab equipment.

Respond to questions and assist students as needed with proper operation of equipment.

Prepare and maintain a variety of records related to lab activities.

Operate a variety of tools, equipment and machinery of the assigned instructional shop or lab.

Tutor students in the proper operation and safety of technical equipment.

Communicate subject matter in a clear and accurate manner.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Maintain work area and equipment in a safe, clean and orderly condition.

Complete work with constant interruptions.

Work independently with little direction.

Observe and control student behavior according to approved policies and procedures.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in the assigned subject area and two years of increasingly responsible experience in the assigned subject area using equipment utilized by the District, including at least one year in an instructional support capacity.

### **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require a valid California driver's license. Some positions in this class may be required to possess a Certificate of Completion in Welding Technology from an accredited college or agency.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### *Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee

## Senior Instructional Assistant – Continued

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Lab or Shop Environment:*

While performing the duties of this job the employee is required to perform moderate to heavy lifting (45 pounds or heavier depending upon assignment); see to observe students and lab equipment; speak to communicate instructions; stand, sit or walk for extended periods of time; reach overhead, above the shoulder and horizontally bend at the waist; push or pull equipment; stand or sit for extended periods of time; and use fingers and hands to operate keyboard, tools and equipment of assigned labtype and handle materials.

Incumbents may be exposed to the following depending upon area of assignment: machinery with moving parts; chemicals used for photo developing; exhaust and chemical fumes; petroleum products; carbon monoxide from vehicle and equipment operation; burns from flying sparks while welding; electrical shocks; loud noise from grinders; intense light from welding and arc flashes; and extreme heat.