Job Title: INSTRUCTIONAL AIDE, ARCHITECTURAL AND MECHANICAL DRAFTING AND DESIGN

SUMMARY
Under the direction of the Department Head, provide instructional, maintenance and clerical assistance in a Drafting (Manual/Computer Aided Drafting) laboratory; assist students in personalized instruction of mechanical and architectural drafting techniques; assist students in proper uses of equipment and materials; assure the preparation and maintenance of student files and instructional materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assist in the operation and maintenance of a drafting laboratory; provide assistance to individuals or groups of students according to instructions.

Demonstrate and assist students in the proper operation and use of equipment and materials; demonstrate and operate computerized student attendance program; assist students in accurate recordkeeping.

Prepare instructional materials and equipment for teachers’ and student use as requested and according to approved procedures.

Maintain drafting lab in a safe, clean and orderly condition; maintain condition and order of equipment and materials; notify appropriate personnel of needed equipment repair and replacement.

Operate a variety of instructional equipment including computer terminals, printers, plotters, audio and video cassette players copiers, digital camera, digital video and DVD equipment.

Instruct students one-on-one and in small groups.

Perform related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Drafting software, including, but not limited to AutoCAD 2002, 3D Studio Max, Word, Excel Internet Explorer Browse, Windows Operating System, and familiar with Adobe Premier. Manual drafting tools and techniques. Architectural drafting, 2D and 3D CAD (computer aided drafting) production drawing, axonometric drawing, perspective and rendering drawing and mechanical drafting. Mechanical drafting, 2D and 3D CAD (computer aided drafting) production drawing, axonometric drawing, perspective and rendering drawing. Basic instructional techniques and procedures.
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General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Demonstrate architectural drafting skills, such as, but not limited to: 2D CAD and 3D CAD; axonometric, perspective and rendering and mechanical drafting.
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
Learn and demonstrate operation and maintenance of drafting laboratory equipment and materials.
Operate a personal computer and work station.
Assure the care and security of assigned equipment, materials and supplies.
Perform clerical duties such as filing, duplicating and maintaining records.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school and some related instructional assistance experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: November 18, 2002
Revised: