Long Beach Community College District

Job Title: INSTRUCTIONAL AIDE, FASHION DESIGN

SUMMARY
Under the direction of a Department Head and Program Director, provide instructional, clerical, and laboratory assistance in an instructional Fashion Design laboratory. Basic duties would include overseeing the record keeping, upkeep and maintenance of all equipment and supplies. Assist students in personalized instruction of garment flat patternmaking and pattern draping problems, garment fitting techniques and problems, garment cutting and sewing construction problems. Assist students in the proper use of equipment and materials. Assist the instructor clerically in the preparation of materials and coordination of donations.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assist in the operation and maintenance of a Fashion Design laboratory; provide assistance to individuals or groups of students with sewing construction problems. Demonstrate proper sewing and threading techniques for sewing machine use.

Assist students in personalized instruction of garment flat patternmaking and pattern draping problems.

Assist students in personalized instruction of proper garment fitting techniques.

Assist students in personalized instruction of garment cutting and sewing construction problems.

Demonstrate and assist students in the proper operation and use of power industrial and home sewing machines, overlocks, irons, patternmaking and sewing equipment.

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

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

Inventory supplies and machine parts, keep industrial iron water levels at required levels.

Monitor and dispense sewing supplies and sewing machine parts during classes. Assist instructor and students by locking and unlocking sewing machines, dress forms, and sewing and patternmaking supplies.

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:
Basic instructional techniques and procedures.
Basic knowledge of flat patternmaking, pattern draping, sewing construction techniques and proper garment fit and fitting strategies.
Operation knowledge of power industrial and home sewing equipment.
General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
Inventory and record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
Demonstrate the operation of and maintenance of fashion lab equipment and materials.
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 and patiently 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: December 2, 2002
Revised: