CLASS SPECIFICATION
Instructional Assistant, Advance Transportation & Technology

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE
Under the direction of the Department Head or Director, ATTE Center provides instructional and clerical assistance in an instructional Advanced Transportation Center laboratory; assists students in personalized instruction in the proper use of Automotive, Smog Check and Alternative fuel equipment and materials and related technologies; assures the preparation and maintenance of student files and instructional materials and supplies; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assist in the operation and maintenance of the ATTE Center, assists students in personalized instruction of automotive and alternate fuels equipment; demonstrates and assists student in the proper operation and use of equipment and materials; maintains ATTE Center in a safe, clean and orderly condition, which may include the moving of heavy equipment and vehicles; follows safety protocols to operate in lab and office environment without injury or damage to equipment; set up and clean and replace equipment used.

2. Prepare vehicles and demonstrations for classes, including preparing cars for Smog Check class; proper installation on Dyno with tie downs and preparation; hook up, boot up and calibrate Dyno computer and gas analyzer; set up computers and other instructional equipment on heavy duty engines for classes; move engines and other equipment using pallet jack to prepare for classes; fuel CNG cart and vehicles for use in class demonstrations.

3. Prepare equipment, materials, supplies and training aids for classroom instruction and student laboratory assignments; assist instructors in planning for and conducting class sessions; prepare training aids for class sessions; demonstrate techniques, processes, and methods; demonstrate student laboratory exercises.

4. Maintain and prepare LNG, CNG, electric and hybrid vehicles and demonstrations for classes; jump start vehicles with dead batteries in storage and/or install charged batteries as needed; move cars in and out of labs and storage area without damage or injury, including manual jacking of vehicle as necessary; clean, charge and fuel cars used for training, and check fluid levels; install chargers on vehicles to ensure ready state for all classes.

5. Assist in the preparation of requisitions to maintain an inventory of shop equipment, tools, materials and supplies; maintain budget, fiscal purchasing and inventory records; pick up and distribute mail.
6. Performs a variety of administrative and clerical duties, as assigned; develops and maintains a variety of program/department records, rosters, reports and other documents; maintains class records for individual instructors; collects and maintains designated data; participates in enrolling students in assigned courses according to established procedures; drafts clear, concise and accurate written materials, including course marketing flyers; answers telephones; orders budget office and instructional supplies and materials; schedules appointments; complete data reporting sheets for online reporting; collect registrations, fees and participants’ forms; notifies appropriate personnel of needed equipment repair and replacement.

OTHER DUTIES

1. Assists faculty in conducting special projects.

QUALIFICATIONS

Knowledge of:

1. Basic instructional techniques and procedures.
2. Department specific equipment, such as, but not limited to: BAR 97 Smog Check Dynamometer, battery chargers, above ground vehicle lift, floor and pallet jacks, Mig welder, computerized engine diagnostic equipment, tire changer and balancer.
3. California SMOG check program requirements and equipment.
4. Safe work methods and safety regulations pertaining to work.
5. Proper methods of storing equipment, materials and supplies.
6. Principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation.
7. General office practices and procedures, and equipment.
8. Record-keeping techniques.

Ability to:

1. Provide instructional reinforcement to individuals and groups of students.
2. Demonstrate work processes, methods and techniques to students clearly and effectively.
3. Operate and calibrate BAR 97 SMOG Check Dynamometer, battery chargers, above ground vehicle lift, floor and pallet jacks, Mig welder, computerized engine diagnostic equipment, tire changer and balancer and other specialized equipment.
5. Perform light mechanical repairs under the direction of the faculty to maintain demo vehicles.
6. Learn and demonstrate operation and maintenance of Learning Center equipment and materials.
7. Operate a personal computer and work station.
8. Assure the care and security of assigned equipment, materials and supplies.
9. Diagnose and repair a wide variety of equipment.
10. Estimate necessary amounts of materials and equipment to complete assignments.
11. Follow, demonstrate and enforce safe work practices, safety precautions, and safety policies and procedures when working with students and student workers.
12. Perform clerical duties such as filing, duplicating and maintaining records.
13. Plan and organize work.
14. Understand and follow oral and written directions.
15. Communicate clearly and effectively, both orally and in writing.
16. Work cooperatively with others.
17. Meet schedules and timelines.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate’s degree with major coursework in a subject matter applicable to the assignment and at least one year of experience working in an auto shop/lab or similar environment; or an equivalent combination of training and experience. Experience in alternative fuels advanced transportation preferred.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.
Mental Demands
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, faculty, staff, students and others encountered in the course of work. The employee may occasionally be required to interact with disruptive or abusive students.

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

The employee works in a learning center/lab or classroom-type setting, and the noise level can be moderately loud.