INSTRUCTIONAL ASSISTANT, AUTOMOTIVE TECHNOLOGY

DEFINITION

Monitors and maintains automotive technology instructional shop areas and provides assistance to instructional staff by relieving them of administrative duties associated with the repair and billing of work performed by students.

TYPICAL DUTIES

Schedules and oversees the use of one or more automotive technology instructional shop areas by students, faculty, and staff.
Explains to students the established instructional shop policies and the use of equipment available within the instructional shop area.
Assists instructors in the Automotive Technology Department in the preparation of repair orders on automotive equipment brought in for repairs.
Maintains regular contact with customers regarding repair work and pricing.
Reviews repair orders to insure that parts are stocked or initiates action to locate and requisition needed parts from outside vendors.
Prepares demonstration exercises as requested by instructors on such subjects as wheel alignment; proper methods for jacking vehicles; paint spraying procedures; or setting up dvds for lectures.
Assists instructional staff in the design and development of instructional materials and study aids.
Assists in the operation of the departments stock room by preparing job tickets, making up parts orders, locating parts, and reviewing inventory of supplies.
Monitors Air Quality Management Division (AQMD) requirements related to the control and disposal of toxic waste from the Automotive Technology Department.
Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies and equipment checked out to students.
Insures working condition of equipment relating to safety and operations and initiates action for repair, as needed.
Maintains scale of charges for repair services and records of work performed and fees collected.
May assign, review the work of, and provide training to assigned lower-level staff.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Automotive Technology,** applies a knowledge of automotive body, fender and engine repair technology in assisting students and faculty with automotive repair and billing of work and is responsible for the day-to-day operations of one or more automotive technology shop areas.

Instructional Assistants in other academic disciplines provide tutorial assistance to students in the fundamentals of their specialized fields and are responsible for the day-to-day operations of learning laboratories on the campus.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

Basic principles of automotive repair
Commonly used automotive tools and equipment
Proper procedures and practices in the use of automotive tools and equipment
Health and safety practices and precautions applicable to automotive shop areas
Spray painting procedures
Capabilities of computer systems, software and hardware common to instructional shop areas
Principles of recordkeeping

Skill in:

Use of basic mechanics tools and equipment
Use of specialized automotive equipment such as electronic tune-up equipment; auto lifts and wheel alignment equipment; emission test equipment; and air conditioning servicing equipment

Ability to:

Demonstrate proper instructional techniques and procedures for students
Provide instructional assistance to students and instructional staff
Keep detailed and precise records
Work effectively and cooperatively with instructional staff, students, and the public
Give clear and concise instructions
Effectively utilize computer hardware and software
Learn a variety of AQMD rules and regulations related to the use and disposal of oils, grease, and other chemicals used in automotive repair shops
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in automotive mechanics or a closely related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time paid experience in the automotive repair field preferably as a mechanic or service writer.

Physical Requirements:

Ability to lift and move items weighing up to fifty pounds.