

INSTRUCTIONAL AIDE, VOCATIONAL ARTS

DEFINITION

Receives, stores, and issues a wide variety of tools, equipment, materials, and repair parts used by students and instructors and is responsible for the care and maintenance of the tools and equipment in a toolroom and on tool panels located in instructional shop areas.

TYPICAL DUTIES

Issues, receives, and maintains tools, equipment, materials, and repair parts used by students and instructors and keeps records and effects the return materials and supplies checked out by students.

Maintains perpetual inventory records and takes annual inventory of equipment and instructional supplies.

Marks tools for identification, performs minor repair and adjustment of tools and equipment, and may dress hand tools by grinding.

Determines layout of the toolroom, maintains it in a clean and orderly condition, and may build storage units such as shelves, cabinets, and tool racks.

Monitors stock levels, requisitions items, and checks deliveries for completeness and accuracy.

Regularly locates, orders, and receives repair parts and resolves receiving problems with vendors.

May keep records of materials charged to customer jobs and prepare purchase orders and customers' statements.

May build teaching aids and service equipment on the instructional floor.

May take telephone calls and give out approved information regarding repair work and other matters.

May maintain records of student lockers and locker combinations, collect money for lost or damaged tools, issue and receive keys, and maintain a library of parts catalogs and repair manuals.

May make pickups of supplies required to facilitate instructional needs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Aide, Vocational Arts**, is responsible for the operation and maintenance of a large toolroom utilized by students and instructors, serving several types of instructional shop subjects.

An **Instructional Aide, Liberal Arts**, is responsible for the day-to-day operations of an instructional laboratory, assists students in the use of equipment and computer programs, and may provide tutorial assistance in basic skills and study techniques necessary for success in college-level courses.

SUPERVISION

Immediate supervision is received from an academic supervisor. Functional supervision is received from instructional staff.

CLASS QUALIFICATIONS

Knowledge of:

- Names, care, and uses of tools, materials, and equipment of electric, electronic, machine, metal, diesel, aircraft, and automotive shops
- District purchasing procedures
- Proper methods of storing equipment, materials, and supplies
- Principles of recordkeeping
- Basic operation of computer equipment

Skill in:

- Operating grinders, sharpeners, and other common shop equipment safely and effectively
- Servicing and making minor adjustments and repairs to a variety of tools and common shop equipment

Ability to:

- Effectively perform clerical and manual operations required in a toolroom
- Make the proper selection of tools required and make substitutions in materials and tools when appropriate
- Maintain tool room in a clean and orderly condition
- Use trade manuals, parts catalogs, and supply sources
- Keep detailed and accurate records
- Secure and safely store supplies
- Work effectively and cooperatively with students and instructional staff
- Learn to identify new and unusual tools, materials, and equipment
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** two years of full-time paid experience in the operation of a toolroom or parts room. Experience with the tools and materials used in a variety of trades and crafts is desirable. A certificate of completion or its equivalent from a recognized college or university in a vocational trade may be substituted for one year of the required experience.