

INSTRUCTIONAL ASSISTANT, INDUSTRIAL TECHNOLOGY

DEFINITION

Assembles materials and equipment used in demonstrations and classroom assignments; operates, maintains, and repairs equipment and tools used in assigned industrial technology related program; assists students and faculty with instructional activities; prepares instructional materials and study aids; and orders, issues, receives, and stores classroom materials, supplies, and equipment.

TYPICAL DUTIES

- Monitors the use of instructional laboratories, facilities, equipment, and tools used in assigned program.
- Instructs students individually in the use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory(ies).
- Performs repairs to assigned equipment and tools.
- Sets up supplies and equipment and assists in conducting classroom demonstrations.
- Assists academic staff in coordinating classroom instruction with hands-on equipment operation by providing them with observations regarding the problems encountered and progress being made by students using the laboratory as part of their educational program.
- Assists instructors in the set-up of classes, preparation of instructional material and study aids.
- Issues, receives, and maintains tools, equipment, materials, and repair parts used by students and instructors.
- Maintains perpetual inventory records and takes annual inventory of equipment and instructional supplies.
- Stores equipment and tools and keeps storeroom and working areas orderly and clean.
- May supervise student assistants working in the laboratory.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Industrial Technology**, is responsible for applying a general knowledge of industrial technology to a broad range of duties related to the day-to-day operations of instructional laboratories which includes: preparation of equipment, materials, and supplies, maintenance of facilities and equipment, and proper use of equipment and tools.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from an academic supervisor. Functional supervision is received from instructional staff. Work direction is exercised over student assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of industrial technology
- Equipment and tools used in shops such as electric, electronic, machine, metal, diesel, and aircraft
- Health and safety practices and precautions applicable to program area
- District purchasing procedures
- Capabilities of computer systems, software and hardware common to instructional laboratories
- Principles of recordkeeping

Skill in:

- Operating tools and common shop equipment in assigned area such as grinders, sharpeners, lathes, mills, welders, and CNC equipment

Ability to:

- Operate, explain, and demonstrate the proper and safe utilization of a variety of equipment and tools
- Perform repairs, installations, and make adjustments to a variety of common shop equipment
- Make adjustments to a variety of tools
- Prepare study aids for student use
- Work effectively and cooperatively with students, instructional staff, and other personnel
- Give clear and concise instructions
- Maintain an inventory of equipment and tools
- Keep detailed and precise records
- Effectively utilize computer hardware and software in assigned program area

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent, from a recognized college or university, with a major in industrial technology or closely related field.

OR

Two years of full-time, paid experience as a technician which involved the operation and maintenance of a variety of industrial technology machines and tools.