Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.
Assist instructors in the provision of materials, supplies, equipment and related technical, logistical or mechanical support within an assigned academic subject; provide assistance to students in an assigned academic subject; and perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS.
The Trade and Industry Instructional Support Assistant is distinguished from other instructional support assistants by its responsibility for providing instructional support in a laboratory for a trade or industry academic discipline. Required skills and abilities may vary according to the specific discipline assignment.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversee the operation of an assigned laboratory to maintain a facility of higher learning and to ensure a safe work environment.

2. Order, receive, catalog and store tools and equipment in accordance with established procedures; coordinate with instructors to ensure adequate quantities are available for the instructional program.

3. Issue lab equipment to and collect equipment from students for the assigned academic subject by checking items in and out.

4. Keep appropriate tool and equipment maintenance records.

5. Test, adjust, maintain and perform minor repairs on tools and equipment as appropriate for the instructional program.

6. Coordinate with instructors to arrange major equipment repairs with outside agencies/contractors when needed.

7. Assist assigned instructors in the provision of materials, supplies, equipment and related technical, logistical or mechanical support within the assigned academic subject.

8. Provide assistance in the preparation and distribution of materials for instructors including setting up demonstrations; preparing materials and equipment for classroom lectures; and creating handouts.
9. Provide assistance to students and staff in the operation of assigned laboratory equipment; develop and maintain printed procedures and operations manuals for troubleshooting.

10. Assist instructors in maintaining safe working conditions in the assigned laboratory, including overseeing the safe operation of equipment and tools.

11. In collaboration with instructors and Facilities department staff, ensure the proper storage and disposal of unsafe and/or hazardous materials according to applicable regulations.

12. Maintain a safe, clean and orderly learning environment.

13. Assist instructors in coordinating and scheduling the work of hourly and student employees.

Marginal Functions:
1. Attend and participate in various staff and faculty meetings as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:
1. Principles, applications and technical aspects of the assigned academic subject.
2. Tools and equipment used in the field of the academic subject, including proper repair and maintenance procedures.
3. Basic instructional techniques.
4. Modern office procedures, methods and equipment including computers and associated software.
5. Basic mathematical principles.
6. Principles and procedures of recordkeeping.
7. Proper English usage, spelling, grammar and punctuation.
8. Pertinent Federal, State and local codes, laws and regulations, including safety regulations applicable to the academic subject.

Skill in:
1. Assisting instructors in the provision of materials, supplies and related technical, logistical or mechanical support.
2. Maintaining computerized databases using associated software programs.
3. Providing assistance to students in the assigned academic subject.
4. Providing assistance to students in the safe operation of assigned instructional equipment and tools.
5. Operating office equipment, including computers and applicable software programs.
6. Communicating clearly and concisely, both orally and in writing.
7. Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
**Experience:**
Four years of increasingly responsible work experience in the field of the assigned academic subject.

**Education/Training:**
Equivalent to the completion of the twelfth grade supplemented by college-level coursework and/or specialized training in the area of the assigned academic subject or a related field.

**Licenses/Certificates:**
Possession of, or ability to obtain, an appropriate, valid California driver’s license by time of appointment.

**PREFERRED QUALIFICATIONS.**
Two years of work experience in an educational or training setting.

**WORKING CONDITIONS.**

**Environmental Conditions:**
Classroom and shop/laboratory environment; extensive contact with students, faculty and staff. Exposure to noise, electrical energy, computer screens or similar equipment; and exposure to exhaust or welding fumes, sawdust, petroleum or chemical fumes.

**Physical Conditions:**
Essential and marginal functions require maintaining physical condition necessary for lifting 50 pounds or more, walking, standing, and sitting for extended periods of time. Must be able to operate motorized District vehicles.