

Instructional Assistant
Career and Technical Education/Adult Education/Welding

DEFINITION:

Under direct supervision of the Principal-to perform varied reinforcement to teacher-presented lessons and other non-teaching tasks; to assist in the conduct of classwork, student activities, and routine clerical work as required.

QUALIFICATIONS:

Knowledge of welding techniques: MIG, TIG, and STICK, and how to instruct others in these techniques. Proficiency of Oxy/Acetylene (torch and cutting). Experience as a welder from working in the industry. Understanding of safety and safe handling of equipment.

Knowledge of: welding, blueprint, machinery, safety, and compliance.

Ability to: deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise; communicate effectively with students; organize and supervise; understand and follow oral and written instructions; keep records and make reports; speak and write the English language fluently.

Experience: a minimum of three years as a welder in industry.

Education: completion of the equivalent of the twelfth grade is required.

DISTINGUISHING CHARACTERISTICS:

To promote educational excellence for all students. This is a specialized, advanced level class. The IA must have knowledge of welding techniques and shop safety in order to assist the teacher. The IA will work alongside students and the instructor and be able to perform welding related tasks as required by class curriculum. Must have a minimum of three years' experience as a welder and be familiar with requirements for welding certification. Must have a working knowledge of AWS protocol and procedures, be capable of reading blueprints, and other such requirements to complete a documented project. The IA will follow safety standards and perform tasks based on teacher recommendation. Positions are usually part-time involving hourly working schedules on school days only. Incumbents may not engage in initial teaching or assign tasks to students; but are expected to reinforce lessons initiated by the teacher. Proven knowledge of, and experience with, welding distinguishes this advanced level from the entry level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the guidance of the teacher, the IA will:

- Monitor and assist students as they perform routine welds.
- Organize and set-up materials for the welding shop.
- Operates welding equipment.
- Prepares special demonstration of welds and/or how to use specific machinery.
- Assists in the administration of performance-based assessments.
- Corrects tests.
- Assists individuals or small groups of selected students with assignments directed by and under the supervision of a teacher.
- Assists teachers in record keeping activities.
- Follows safety protocol at all times.
- Performs related duties as required.
- Assists with shop clean-up.

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KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies and procedures.
- Knowledge of how to weld.
- Knowledge of safety protocol.

ABILITIES AND SKILLS:

- Ability to plan, prioritize, and organize work to meet deadlines, schedules and timelines.
- Ability to work well with others.
- Ability to take direction.
- Possess skills in welding techniques described in curriculum.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate welding equipment. Ability to handle loud machinery noise.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually loud.
- Employees in this position will be required to work indoors or outdoors in a standard welding shop environment and come in direct contact with district staff and the public.