INSTRUCTIONAL ASSISTANT I/II - CONSTRUCTION AND ENERGY MANAGEMENT

DEFINITION

Under general supervision, performs a variety of standard to difficult instructional program support, tutoring and administrative activities in support of the Construction and Energy Management (CEM) program; performs duties in the CEM program at the Aptos and Watsonville campus locations, as well as other locations where CEM labs are conducted; performs related duties as required or assigned

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Construction and Energy Management is the entry level classification of this instructional support series. This position provides direct support to students. Initially under supervision, incumbents learn about the College Construction and Energy Management program and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II - Construction and Energy Management and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level classification.

Instructional Assistant II – Construction and Energy Management is the experienced level classification of this series, competent to perform standard to difficult Construction and Energy Management instructional support services. Incumbents in this classification may be assigned duties in support of students in a laboratory or tutoring capacity or in support of the overall CEM program. General work guidelines are normally established by an instructor or educational administrator; however, day-to-day activities require the use of initiative and judgment in specific situations.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors' directions (E)
- Develops and presents learning materials and instructional exercises to individuals and groups (E)
- Tutors students individually and/or in small groups to reinforce CEM class material while keeping abreast of CEM program changes (E)
- Coordinates materials, equipment, facilities and supplies for classes including driving to local suppliers to obtain necessary materials for various CEM construction projects and may assist with workshops, orientations and meetings (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in CEM classes, laboratories, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment, computer hardware and software, and procedures and processes (E)
- Administers and scores tests and certification examinations (written and practical) (E)
- Answers students' questions and advises regarding CEM class assignments (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of facility and its equipment (E)
- Schedules student appointments, tests, meetings and facilities (E)
- Maintains student records; keeps other detailed records such as budget, financial and attendance records (E)
- Maintains an inventory of and requisitions supplies and equipment (E)
- Maintains the security of special, technical or hazardous supplies and equipment (E)
EXAMPLES OF DUTIES (continued)

- Operates standard office equipment and instructional media (E)
- Prepares periodic and special reports (E)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date (E)
- Participates, as requested, in various construction-related training and certification opportunities that directly relate to the position (E)
- Assists in the recruitment and selection of student assistants and provides instruction in safe work procedures (E)
- Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Classification Characteristics.

Knowledge of:

- Subject matter
- Effective instructional techniques
- Principles, theories, practices, methods and equipment used in construction and energy technology
- Health and safety practices related to tools and equipment used in construction and energy technology
- Standard office practices and procedures including filing, and the operation of office equipment, including personal or online computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar, and punctuation
- Construction technology related mathematics

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of CEM program changes
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Effectively operating and maintaining an orderly instructional environment

Desirable:

- Ability to update the CEM program website to provide current information
QUALIFICATIONS (continued)

Other Minimum Requirements:

- Must be willing to work outdoors in all weather conditions, on weekends and other off-hours as assigned, with some exposure to potentially hazardous materials, using appropriate safety procedures and equipment
- Must possess sufficient strength and stamina to safely lift and carry equipment weighing up to 50 pounds
- Possession of or ability to obtain a California Class B driver’s license within the first six months of employment; ability to maintain Class B license and safe driving record during course of employment
- Must be willing to work at various college sites
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions may require registration, licensure or certification related to the assigned instructional program area

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

**Instructional Assistant I – Construction and Energy Management:** Equivalent to completion of two years of college with college-level, lower division coursework in Construction and Energy Management which will provide the knowledge and skills to support the CEM program and two years of experience in either educational support work which has included interaction with students in a classroom, laboratory or tutorial setting, or work in the construction and/or energy technology profession.

Please note: additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

**Instructional Assistant II – Construction and Energy Management:** In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory tutorial setting at a level equivalent to the College's classification of Instructional Assistant I.

Established: October 28, 2011