



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 West Del Norte Street, West Covina, CA 917990 •(626) 962-5080 •Fax (626) 472-5125

INSTRUCTIONAL AIDE - AUTOMOTIVE

DEFINITION

Under the direction and supervision of the Automotive Instructor or designee, provide basic instruction to prepare high school and/or adult students for entry-level employment or other post-secondary opportunities in the specific profession. May require assisting with job development and placement of students in the local business communities for worksite training. This is a Classified hourly "at will" position that requires prior experience and knowledge in the subject area.

EXAMPLES OF DUTIES

1. Provide assistance to Automotive Instructor to prepare high school students for employment in the field of automotive mechanics and/or services.
2. Assist Instructor with the Automotive Technician curriculum, including: engine repair and diagnosis; maintenance; shop skills and shop safety; measurement; basic hand tools and wrenches; demonstration and supervision of engine rebuilding; transmissions; chassis electrical systems; brakes; suspension and steering; differentials; engine electrical systems; engine performance and emissions; air conditioning and heating; and brake and lamp license preparation.
3. Communicate effectively with students and staff.
4. Assist with the development, construction, and coordination in the use of instructional aids.
5. Assist the Instructor with supervised work site learning.
6. Assist the Instructor with Title V Regulations regarding work site learning. All student files for CVE/CC classes must be in compliance with Title V and organizational policies and procedures.
7. Work cooperatively with various entities.
8. Act as a role model for students.
9. Assist the Instructor with instruction that is relevant to current and future work specifications and job opportunities within the industry sector.
10. Assist when the Instructor provides differentiated instructional opportunities for all students, including special populations, such as English Language Learners and students with special needs.
11. Assist when the Instructor presents a lesson on sexual harassment policies and procedures in each class; help monitor test for understanding, and retain results in student files.
12. Assist when the Instructor provides a lesson on Safety policies and procedures in each class; help monitor test for understanding, and retain results in student files.
13. Maintain student files with emergency contact information, class rules, student discipline policy, student work, tests, and other documentation. Assure students' files are maintained for one additional semester after students have completed the class, for reference purposes, in case a student's grade is questioned.
14. Assist with assessing student achievement of CTE and academic standards, using the Course and Individualized Training Plans (ITP), at the conclusion of every semester. A current copy must be contained in the Compliance binder that resides in the instructional classroom.
15. Assist with the completion and submission of required reports (e.g. SAPs; student evaluations; student follow-up data; labor market surveys, attendance, grades, etc.) by requested deadlines set by the Attendance Office.

16. Assist with the maintenance of updated student attendance and grade information in the book provided (any other attendance records used for documentation must be pre-approved by Supervisor).
17. Assist the Instructor with the organization and coordination, of the Advisory Committee, to maintain curricular currency.
18. Assist with the maintenance and updating of Employer Verification Forms, annually, as required.
19. Assist with relating child labor laws to classroom assignments and job placements.
20. Help with updating the Compliance binder, annually, with the required information, including (but not limited to) lesson plans, student work samples, local labor market survey, CTE training plan, current course outline, and Advisory Committee Meeting Minutes.
21. Attend staff development meetings, other meetings and trainings, as required.
22. Attend job fairs and other student recruitment opportunities.
23. Maintain accurate student attendance records and profiles with a concentrated effort toward determining individual goals upon completion or withdrawal from the program.
24. Maintain records and information for student follow-up data.
25. Communicate with school counselors and/or staff regarding student matters.
26. Identify and work closely with potential employers toward career placement for graduates.
27. Order supplies and instructional materials, as required.
28. Maintain and operate various types of motor vehicles, equipment, and/or machinery, in providing instruction.
29. Safeguard all information of a sensitive and confidential nature.
30. Operate a personal computer and standard office equipment.
31. Practice good safety standards in the performance of duties.
32. Adhere to ESGVROP/TC procedures and policies.
33. Fulfill the duties and responsibilities of the Instructional Aide, as required.

QUALIFICATIONS

1. High school diploma or recognized equivalent.
2. Valid California driver's license.
3. Possess a current CPR/First Aid card.
4. DMV printout required.
5. Ability to communicate clearly both orally and in writing.
6. Possess strong computer skills.
7. Desired Qualification: Prior auto experience. Related work and professional experience. Ability to involve students in practical applications of instruction as it relates to the industry. Experience working with students of various ages and cultural, economic and educational backgrounds. Commitment to professional growth.

KNOWLEDGE OF

1. Policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.
2. Critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies, as needed for related occupation.
3. Procedures and regulations concerning the handling, storage, and disposal of hazardous materials, as needed for the related occupation.
4. Regulatory agency laws and regulations.
5. Impact of technological developments on the environment.
6. Major local, district, State, and Federal regulatory agencies and entities that affect the industry and how laws and regulations are enforced.
7. Current information of industry standards.

8. Formats and procedures for entering and retrieving various types of data.
9. ESGVROP/TC policies and procedures as they apply to student record-keeping, field trips, student fees, etc.
10. Methods and procedures of operating modern computers and peripherals.
11. Correct English usage, grammar, spelling, punctuation, and vocabulary.
12. Oral and written communication skills.
13. Applicable sections of State Education Code, Program Guidelines, and other applicable laws.
14. Interpersonal skills using tact, patience, and courtesy.
15. Fluency in Spanish desirable.

ABILITY TO

1. Assist with providing students entry-level employment skills in the related automotive industry or field.
2. Assist with providing students training to gain entry-level employment in field of training.
3. Establish and maintain cooperative and professional relationships with supervisors, staff, and students, at all times.
4. Perform routine clerical work; maintain records and meet deadlines.
5. Make routine arithmetic calculations with speed and accuracy.
6. Operate a computer and other office equipment.
7. Understand and follow oral and written directions.
8. Maintain punctuality with minimal absenteeism.
9. Present a professional appearance at all times.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands or fingers, to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee may occasionally lift and/or move up to 50 pounds; work with and around hand and power tools, machinery and equipment; and travel by motor vehicle. There may be moderate stress level. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work indoors and in a workshop environment. May work outdoors in varying degrees of temperature, usually normal climate, and occasional adverse weather conditions. Daily contact with students, teachers, school and District staff, and occasional contact with parents/guardians, business and/or industry professionals, and community members.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule M, Range 13

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.