POSITION DESCRIPTION

TITLE: Automotive-Diesel Assistant
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor-Director
DEPARTMENT: Cascadia Technical Academy (CTA)

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and Program Administrator, the instructional assistant is responsible to assist in directing the activities of students in the automotive/diesel trade in small and medium sized groups, as well as assist with problem solving.

ESSENTIAL FUNCTIONS:
1. Assist the program instructors in supervising and working with students in the automotive/diesel trade as follows:
2. Communicate effectively with students, staff, and the general public.
3. Assist in providing group instruction to students.
4. Assist in establishing and maintaining a positive learning environment.
5. Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
6. Maintain accurate data on student progress.
7. Assist in administering and scoring formal and informal tests.
8. Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher.
9. Assist in organizing and preparing a variety of instructional materials.
10. Perform First Aid/CPR when necessary.
11. Attend various training sessions as necessary so as to maintain an up-to-date understanding of the automotive/diesel trade.

OTHER RESPONSIBILITIES:
1. Transport students as necessary.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Standing (33-66%)
- Writing (Up to 33%)
- Acceptable Attendance
- Lifting Up to 50 lbs. individually (Up to 33%)
- Speaking (66-100%)
- Sitting (33-66%)
- Bending (33-66%)
- Reaching (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Hearing (66-100%)
- Walking (33-66%)
- Stooping (33-66%)
- Squatting (33-66%)
- Driving (Up to 33%)

MENTAL DEMANDS REQUIRED:
- Confidentiality (66-100%)
- Written Communication (Up to 33%)
- Reading Documents (66-100%)
- Constant Interruptions (66-100%)
- Verbal Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, typewriter, copy machines, all common tools used in the automotive/diesel trade, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding.
2. AA degree in Automotive or Diesel Technology, or equivalent experience.
3. Familiarity with common tools used in the automotive/diesel trade preferred.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Demonstrated ability to work with and supervise high school students.
6. Demonstrated ability to operate the tools and equipment as listed above.
7. Demonstrated ability to perform under conditions of constant interruption.
8. Must possess organizational skills and the ability to follow through.
9. Must be able to handle management of several ongoing and concurrent projects.
10. Must possess a current valid motor vehicle license.
11. Must be able to be insured through the District's insurance carrier.
12. Willingness to complete an "Elements of teaching" course.
13. Willingness to complete a "Responsible Decision Making" class.
14. Must qualify for and be willing to obtain a Type II Driver's License.
15. Must possess a current First Aid/CPR card, or be able to acquire within 30 days.
16. Demonstrated ability to maintain confidentiality of sensitive information.
17. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day
Number of work days per year and number of hours per day may change year-to-year depending upon enrollment in the program.
***May be paid at Professional Technician rate, if qualified.***

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

Revised Date: 12/20/16
Classification: Paraeducators or PSE Pro-Tech, if qualified
Class: Bilingual ELL or CTA - Class II or Class IV
Display on Web? Yes

Automotive-Diesel Assistant