POSITION DESCRIPTION

TITLE: Automotive/Diesel Tool Room Paraeducator
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor/Program Administrator
DEPARTMENT: Cascadia Technical Academy (CTA)

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and Program Administrator, the Paraeducator is responsible to assist when requested in the supervision of students. The Paraeducator will order materials and supplies; maintain an inventory of tools, equipment, and supplies; complete program paperwork as requested; and maintain records for the program as requested. This position will also monitor tool room checkout, and the return and organization of tools for the Automotive and Diesel programs.

ESSENTIAL FUNCTIONS:
Assist the Automotive and Diesel instructors in the following ways:
1. Maintain, organize, checkout, and account for the return of tools from the Automotive/Diesel tool room.
2. Order parts for vehicles and track/organize invoices.
3. Communicate effectively with students, staff, and the general public.
4. Operate the computer, including preparation of printed instructional materials.
5. Perform inventory process and other end-of-year program activities.
6. Work with tools commonly used in the Automotive and Diesel trades.
7. Maintain MSDS records for the Automotive and Diesel programs and be familiar with the District hazardous waste plan.
8. Keep accurate records.
9. Attend various training sessions as necessary.
10. Perform First Aid/CPR when necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

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

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

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

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:  
(Testing may be required.)
1. Light typing/keyboarding skills of 35-50 wpm.
2. Word processing/Excel/computer literacy preferred.
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 possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
10. Must be able to handle management of several ongoing and concurrent projects.
11. Must possess a current valid motor vehicle license.
12. Must be able to be insured through the District's insurance carrier.
13. Willingness to complete an "Elements of teaching" course.
14. Most possess a current First Aid/CPR card, or be able to acquire within 30 days.
15. Demonstrated ability to maintain confidentiality of sensitive information.
16. 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

PSE:  ____________________________  Date:  _________________

District: ____________________________  Date:  _________________

Revised Date: 06/13/17  
Classification: Paraeducators  
Class: Class II  
Display on Web? Yes

Automotive/Diesel Tool Room Paraeducator