POSITION DESCRIPTION

TITLE: Instructional Assistant, Construction Technology
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor(s)/Program Administrator
DEPARTMENT: Construction Technology

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and the Cascadia Technical Academy (CTA) Program Administrator, the instructional assistant is responsible to assist when requested in the supervision of students. In addition, the instructional assistant will assist in ordering materials and supplies, maintaining an inventory of tools, equipment, and supplies; scheduling and monitoring subcontractors; transporting students to and from construction sites as necessary; completing program paperwork as necessary, and maintaining records for the program as necessary.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor(s) in supervising and working with students in the Construction Technology trades as follows:
   • Communicate effectively with students, staff, and the general public.
   • Operate the computer, including preparing printed instructional materials.
   • Maintain, organize, check out, and account for the return of tools from the Construction toolroom.
   • Perform inventory process and other year-end program activities.
   • Work with tools commonly used in the Construction trades.
   • Acquire two or more written or verbal bids as directed by the instructor(s) for needed materials and services for the construction of Skills Center housing projects.
   • Schedule and monitor subcontractors as to the progress on agreed services.
   • Order and pick up permits, materials, and supplies as necessary.
   • Assist the instructor(s) in the planning and scheduling of various construction phases two weeks to two months in advance.
   • Maintain Material Safety Data Sheets (MSDS) records for the Construction program and be familiar with the District hazardous waste plan.
   • Keep accurate records.
   • Attend various training sessions as necessary so as to maintain an up-to-date understanding of the above trades.

OTHER RESPONSIBILITIES:
1. May be required to transport students to and from construction sites.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
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</thead>
<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
<td>Writing (Up to 33%)</td>
</tr>
<tr>
<td>Driving (Up to 33%)</td>
<td>Bending (Up to 33%)</td>
<td>Stooping (Up to 33%)</td>
</tr>
<tr>
<td>Standing (Up to 33%)</td>
<td>Acceptable Attendance</td>
<td>Reaching (33-66%)</td>
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<tr>
<td>Squatting (33-66%)</td>
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</table>
**MENTAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Reading Documents</td>
<td>(66-100%)</td>
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<tr>
<td>Verbal Communication</td>
<td>(66-100%)</td>
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<tr>
<td>Written Communication</td>
<td>(Up to 33%)</td>
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<tr>
<td>Multiple Concurrent Tasks</td>
<td>(66-100%)</td>
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<tr>
<td>Constant Interruptions</td>
<td>(66-100%)</td>
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<tr>
<td>Confidentiality</td>
<td>(66-100%)</td>
</tr>
</tbody>
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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, and all common tools used in the Construction trades, 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.
2. Knowledge of or willingness to learn computer skills.
3. A minimum of two years of experience in a related field, or equivalent training.
4. Familiarity with common tools used in the Construction trades preferred.
5. Demonstrated ability to communicate effectively with students, staff, and parents.
6. Demonstrated ability to work with and supervise high school students.
7. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
8. Demonstrated ability to operate the office equipment as listed above.
9. Demonstrated ability to perform under conditions of constant interruption.
10. Must possess organizational skills and the ability to follow through.
11. Must be able to obtain a Type II driver's license.
12. 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**

May be paid at Professional Technician rate, if qualified.

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<th>PSE:</th>
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<th>District:</th>
<th>Date: _________________</th>
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**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

**Instructional Assistant, Construction Technology**