POSITION DESCRIPTION

TITLE: Instructional Assistant, Electronics
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor/Director, Cascadia Technical Academy (CTA)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the program instructor and Director, the instructional staff assistant will assist in directing the activities of students in small and medium-sized groups, as well as assist with lab setup and problem solving.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor in supervising and working with students in the Electronics trade as follows:
   • Communicate effectively with students, staff, and the general public.
   • Assist in providing group instruction to students.
   • Assist in establishing and maintaining a positive learning environment.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Maintain accurate data on student progress.
   • Assist in administering and scoring formal and informal tests.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher.
   • Assist in organizing and preparing a variety of instructional materials.
   • Attend various training sessions as necessary so as to maintain an up-to-date understanding of the Electronics trade.

OTHER RESPONSIBILITIES:
1. 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>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Writing (Up to 33%)</td>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
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<tr>
<td>Acceptable Attendance</td>
<td>Reaching (33-66%)</td>
<td>Squatting (33-66%)</td>
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<tr>
<td>Lifting Up to 50 lbs. individually (Up to 33%)</td>
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MENTAL DEMANDS REQUIRED:
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), typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Data entry/computer skills required, preferably to include MS-DOS, Windows, Word for Windows, Excel, MS Access, and Novell Netware.
2. A minimum of two years of experience in Electronics, A.S. degree preferred.
3. Demonstrated ability to communicate effectively with students, staff, and parents.
4. Demonstrated ability to work with and supervise high school students.
5. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
6. Demonstrated ability to operate the office 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. 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: 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, Electronics