VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT / TECHNOLOGY

BASIC FUNCTION:
Under direct supervision of a Dean, provide instructional assistance by performing basic record keeping duties involved in the preparation and maintenance of financial records and reports. Maintain the tools and equipment used by faculty and students in the Technology Department.

REPRESENTATIVE DUTIES:
Assist in the preparation of instructional material; perform a variety of clerical duties such as computer operations, filing, maintaining student information, process appropriate forms and records, monitor and maintain account balances, and records for all automotive repairs performed by the department. Compile, audit, verify, and monitor data from District Office and campus personnel to maintain assigned account. Check tools and equipment in and out to students and faculty in the Technology Department. Assist in ordering equipment, parts, and supplies. Inspect and maintain tools and equipment. Maintain tool room in a clean and orderly manner. Assure shop security by locking doors and receiving tools at the end of each class. Operate a variety of tools, equipment, and machinery; advise students of the proper use of tools and equipment. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Basic record keeping procedures
- Oral and written communication skills
- Nomenclature, uses, and maintenance of hand tools and equipment
- Interpersonal skills using tact, patience and courtesy
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures

Established June 1998
INSTRUCTIONAL ASSISTANT/ TECHNOLOGY (continued)

ABILITY TO:

Learn, interpret, and explain the District’s accounting policies and procedures in an assigned area
Perform a variety of arithmetic calculations; apply financial record keeping principles
Operate standard office equipment, including calculators and computers for a variety of office related functions
Issue tools and maintain records of use; operate, service, and make repairs on hand tools and equipment
Work independently with little direction; meet schedules and time-lines
Understand and follow oral and written directions; communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in record keeping, and two years experience in related record keeping techniques and in the use and maintenance of hand tools and equipment used in automotive repair.

WORKING CONDITIONS:

ENVIRONMENT:

Office and tool room environment; subject to fumes and equipment noise

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer
Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Reaching overhead, above the shoulders, and horizontally and bending at the waist to maintain files
Seeing to assure entries are made accurately
Hearing and speaking to exchange information on the telephone or in person
Lifting, carrying and pushing objects weighing up to 50 pounds

HAZARDS:

Extended viewing of computer monitor
Exposure to dust, fumes from solvents, equipment operation, working around and with machinery having moving parts