

POSITION DESCRIPTION
Mingus Union High School District

POSITION JOB TITLE: Instructional Aide - Auto

SALARY CLASSIFICATION: Level F (10-month position)

POSITION SUPERVISION: Classroom Teacher, based on assignment

GENERAL STATEMENT OF POSITIONS PURPOSE: *To provide instructional support to certified teachers; to enhance the learning environment of students; to ensure student safety and shop/lab organization.*

QUALIFICATIONS:

EDUCATION AND/ OR TRAINING:

- High school diploma or equivalent
- Demonstrated ability to utilize various tools, equipment and computer programs

EXPERIENCE:

- A background in auto mechanics
- Ability to communicate and work well with staff and students

DEMONSTRATED KNOWLEDGE/ PROFICIENCY OF EQUIPMENT, TOOLS, MATERIALS AND SKILLS:

- Knowledge/proficiency of automotive tools
- Industrial shop safety

PRINCIPLE DUTIES:

- Maintain a clean and safe facility which includes organizing materials/supplies
- Assist the auto instructor in focusing on shop safety
- Assist students in a lab/classroom setting
- Maintain a neat and orderly environment
- Some interactions with vendors and outside agencies
- Perform other related tasks as assigned

PERFORMANCE EXPECTATIONS:

LEVEL OF ACCOUNTABILITY AND AUTHORITY:

- Perform as directed, responsible for own job under direct supervision

INTERACTION WITH OTHERS

- Interact primarily with students and staff

TIME MANAGEMENT:

- Routine work with planning needed

WORKING CONDITIONS:

- Time deadlines or meeting needs of exceptional students

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PHYSICAL REQUIREMENTS: (Approximate percentage of time)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The applicant for this position is required to

- Sit approximately 10% of the time
- Walk approximately 40% of the time
- Stand approximately 40% of the time
- Kneeling/ stooping 10% of the time
- Lift on a regular basis under 40 lbs. and occasionally over 40 lbs.
- Reach with hands and arms

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The work environment of this position is a classroom and industrial auto shop. The noise level will vary with activities.

The information contained in this position description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the person holding this position and additional duties may be assigned.

COMMITMENT AND DEPENDABILITY:

- Willingness to be an integral member of a successful team
- Dedication to provide the highest level of service
- Adherence to policies and procedures

SUPERVISION BY THIS POSITION: None

EVALUATION PROCEDURE: In accordance with provisions specified in Governing Board policy.