



Classification Title: Instructional Support Specialist – Trades

Department:	Multiple	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	4/2024
Supervision Given:	Direction and Guidance	Last Revision:	4/2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides instructional assistance to faculty and students in a technical instructional laboratory environment; oversees day-to-day activities of assigned labs, ensuring the safe operation of equipment, work processes and use of hazardous materials; monitors the lab budget and requisitions tools, equipment, materials and supplies to meet laboratory and instructional needs; provides lead oversight to short-term and student employees and volunteers assigned to the labs; independently performs complex technical duties; assists instructors in developing and implementing instructional programs; maintains a clean, safe and orderly learning environment.

DISTINGUISHING CHARACTERISTICS.

Instructional Support Specialist – Trades is distinguished from Senior Instructional Support Assistant and other specialized Instructional Support Specialist classes by its responsibility for performing complex technical, specialized work in support of a variety of Trade programs, together with overseeing skills laboratory environments involving use and operation of dangerous hand and power tools and equipment and the use, storage and disposal of hazardous materials in accordance with all regulatory and safety requirements.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees day-to-day activities in an assigned trades laboratory; trains students in the setup, operation, use and maintenance of equipment, hand and power tools and large stationary equipment, ranging from welding, drilling and punch equipment, auto lifts and other automotive equipment, power saws, sanders and/or diamond-cutting shears, sophisticated woodworking machinery and tools to advanced manufacturing machinery, computers and software; responds to student questions regarding laboratory procedures and requirements; ensures labs are open and ready for use during scheduled hours and that equipment is in sound working order; ensures lab closing procedures are followed; maintains a clean, safe and orderly learning environment and the safe storage and disposal of hazardous chemicals and other substances in accordance with all regulatory and safety requirements.
2. May participates in selecting, scheduling, training and overseeing the work of hourly and student employees and volunteers assigned to the labs; leads, assigns work; ensures completeness, accuracy and conformance with District/department/lab standards; provides or coordinates and arranges training on work processes, technical procedures and new equipment and technologies; prepares timesheets for supervisor to sign; assists in maintaining a fair and open work environment in accordance with the District’s commitment to teamwork, mutual trust and respect.

3. Maintains the safety of the laboratory environment; provides instructional support and demonstrates safety procedures to lab assistants, students and volunteers; monitors activities in the laboratory to ensure safety procedures are followed; inspects and maintains laboratory safety equipment and safety kits such as eye washer, shower, fire extinguisher, respirator and safety kits; immediately reports any safety concerns and/or needed repairs to the supervisor and Environmental Health and Safety (EH&S); provides and documents annual safety training for staff, faculty and lab assistants; in coordination with EH&S, creates and updates safety manuals and handouts; serves as liaison for the annual safety inspection and takes action to correct any deficiencies identified; maintains and updates Material Safety Data Sheets (MSDS) notebooks as required by law.
4. Assists instructors in developing new laboratory learning and hands-on exercises; investigates equipment and supplies needed to achieve learning objectives; prepares cost estimates and recommends alternative methods if needed; participates on committees to evaluate the feasibility of implementing new curriculum and department priorities; develops, explains and demonstrates instructional materials and techniques applicable to an assigned laboratory.
5. Sets up various classroom demonstrations planned or requested by instructors; inspects or ensures the inspection of advanced machinery, equipment and tools for safety and sound operational condition; sets up computers and software to meet instructional requirements; prepares and assembles materials required to meet instructors' specifications; calculates, mixes, prepares, labels and stores a variety of chemical solutions for use; labels, safely stores and periodically arranges with the District's Environmental Health and Safety department for the disposal of expired chemical solutions, biohazardous materials and waste products generated during daily laboratory use.
6. Monitors the assigned technical education laboratory budget; maintains and prepares requisitions and purchase orders for materials, parts, tools, equipment and consumables; drafts agreements for the maintenance and repair of equipment and large-scale machinery; prepares work orders for facilities repairs and upgrades; updates and maintains inventory records and documentation as required by District policies and procedures.
7. Provides tutoring assistance to students in assigned subject matter; provides clear and concise explanations and hands-on demonstrations to facilitate student understanding and reinforce instructors' teaching; interprets and guides students through course and laboratory assignments; provides guidance to students on study skills; monitors and reviews student work and assignments and discusses student progress with instructors.
8. Prepares, updates and maintains Operations and Training Manuals for laboratories in an assigned trade discipline.
9. Oversees and trains volunteers; oversees and coordinates outside organizational relationships including with advisory committees; arranges meetings and participation at external shows to exhibit student work; coordinates and manages external programs, including outreach to obtain donation of supplies and/or equipment for student use.

Marginal Functions:

1. May monitor and manage compliance with Air Quality requirements for Volatile Organic Compounds (VOCs).
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of experience providing instructional or tutorial assistance to students in the assigned subject matter area, or three years of related work experience in the assigned subject area.

Education/Training: Equivalent to an associate degree from an accredited college or university.

Preferred Qualifications: Related coursework or degree from an accredited college or university.

Knowledge of:

1. Subject-matter areas relevant to area of assignment including, where applicable, concepts, work methods and processes, equipment and machinery operations, tools and advanced technologies together with specialized safety requirements applicable to the subject area.
2. Methods and practices of student instructional support and tutoring including best practices in demonstrating the safe use and operation of a wide variety of machinery, equipment and tools applicable to a given trade.
3. Use and operation of computers with standard business and specialized software applicable to assigned areas of responsibility.
4. Methods and procedures for diagnosing, troubleshooting and resolving equipment and computer hardware and software problems in a skills laboratory environment.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. District budgeting and purchasing policies, practices and procedures.
7. Office practices and procedures, including recordkeeping.
8. Sources of instructional support materials and aids to meet the needs of students and faculty in a learning center and/or laboratory.
9. District environmental safety policies and procedures and safety work methods and procedures applicable to the assigned laboratory including the safe storage and disposal of hazardous materials.

Skill in:

1. Providing effective tutoring, instructional support and guidance to students in subject matter areas applicable to area of assignment; accurately, thoroughly and clearly answering students' subject matter, equipment uses and technology questions.
2. Providing day-to-day administrative support and technical support to instructors in carrying out their responsibilities.
3. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
4. Assigning and inspecting the work of student workers, lower-level staff and volunteers.
5. Training, inspecting, enforcing and monitoring safe work practices and safety compliance by instructors, staff, student and hourly employees and students in a skills laboratory environment with hazardous equipment, tools and materials.
6. Providing day-to-day technical support for computer hardware, peripherals and software in assigned laboratories.
7. Providing effective hands-on demonstrations, instructions and guidance to students in the safe use and operation of specialized equipment, machinery, tools, hardware and specialized software for advanced technologies.
8. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
9. Operating a computer and other standard business and instructional equipment and using enterprise software and standard business software.
10. Organizing and maintaining a variety of records and files.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Communicating clearly and effectively, both orally and in writing.
13. Maintaining the confidentiality of student records and information.

14. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
15. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee typically works in a classroom and skills laboratory environment and may be regularly exposed to hazardous chemicals, chemical fumes, biological hazards and other potentially harmful materials; periodically works outdoors with exposure to weather conditions; extensive contact with students and faculty. The noise level in the work environment is frequently loud.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand for prolonged periods; climb or balance; stoop, kneel or crouch; lift or move up to 50 pounds or more with assistance; hear equipment signal warnings and differentiate operating equipment sounds; smell; close and distance vision, peripheral vision, depth perception and ability to distinguish color; and near visual acuity to perform measurements and operate equipment and read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.