

J. F. Ingram State Technical College
Job Description

JOB TITLE
Career/Technical Assistant
(Part-time Position/Not to Exceed 19 hours Per Week)

Summary: All duties are performed under the direct supervision of the Dean of Instruction and/or Associate Dean of Instruction.

ESSENTIAL FUNCTIONS:

- Assists in monitoring vocational labs under the direct supervision of instructors.
- Monitors and supervises vocational classes or labs as assigned to substitute for instructors.
- Assists vocational instructors with recordkeeping, inventory, etc.
- Uses teaching methods and aids that will enhance the ability of the students to learn and progress in their course of study.
- Evaluates facilities, equipment, and material needs and make appropriate recommendations to the Dean of Instruction and Associate Dean of Instruction.
- Gives safety instructions in use of all shop equipment. See that all safety procedures are followed during instruction period.
- Assists instructors with student job placement.
- Assists in the monitoring of live work projects as necessary to include institutional live work.
- Possesses a sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College Systems (ACCS) Board of Trustees, the Alabama Community College System, and J.F. Ingram State Technical College.
- Assumes other duties and responsibilities as assigned by the Dean of Instruction, Associate Dean of Instruction, or their designee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS: High school diploma or GED is required. One to three years full-time related training and experience in instruction of a career/technical program is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret documents. Ability to communicate effectively orally and in writing.

MATHEMATICAL SKILLS: Ability to comprehend and apply basic mathematical functions.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS AND ABILITIES: Ability to coordinate activities and cooperate with other employees.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of a Career/Technical Assistant, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance.

The employee may regularly be required to lift and/or maneuver 50-100 pounds. Specific vision abilities required may include; close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

While performing the duties of this job, the employee may regularly work near moving mechanical parts; in high precarious places; in outside weather conditions; and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment may occasionally be loud.

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

COMMENTS: The Career/Technical Assistant is working in a correctional environment and must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

Reviewed by _____

Date _____

Salary Schedule Placement: L
Part-time Hourly Wage Position
(Not on Tenure Track)