

## INSTRUCTIONAL AIDE (METALWORKING)

### DEFINITION

Assists a teacher in developing and presenting specialized educational materials or in conducting instructional activities in the field of metalworking and reinforces subject matter introduced by a teacher.

### TYPICAL DUTIES

Assists a teacher by performing some of the following duties in order to reinforce subject matter introduced by a teacher:

- Presenting educational information to pupils in metalwork subjects such as engineering drawings, machining, forging, and welding.
- Performing research, compiling information, and preparing exhibits, demonstrations, equipment, and other materials required in classes in metalworking.
- Demonstrating to pupils methods, procedures, techniques, and uses of materials, tools, and equipment used in metalworking industries.
- Arranging and conducting educational visits related to instructional activities in metalworking classes.
- Tutoring individual students or groups in subjects, such as metal finishing, heat treating, and properties of metal and welding.
- Checking student work for correct procedures in developing skills and understanding processes related to machining, welding, forging, and heat treating.
- Correcting student papers and/or advising students regarding improvement of work products.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Metalworking) assists a teacher in instructional activities related to metalworking.

An Instructional Aide assists a teacher in instructional activities related to an area of expertise derived from advanced education or specialized training or experience. Instructional Aide assignments are limited in working time and may be irregular in schedule.

An Education Aide III assists a certificated employee with clerical, preparation, follow-up, and routine class, school, and related educational activities. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

### SUPERVISION

Supervision is received from a teacher. No supervision is exercised over District employees.

### CLASS QUALIFICATIONS

#### Knowledge of:

- Machining, welding, heat treating, and metal finishing
- Hand tools, measuring, and engineering drawing fundamentals

Standards of courtesy and behavior expected of students  
Safety rules and procedures used in metalworking

Ability to:

Communicate effectively both orally and in writing  
Perform basic metalworking operations such as machining, milling, grinding, and welding  
Work safely in a metal shop  
Communicate specialized information related to metalworking to pupils with varying levels of understanding

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university,

OR

Possession of an associate or higher degree, from a recognized college or university,

OR

Receipt of a passing score on the Instructional Assistance Test.

Experience:

One year of paid experience in metalworking repair or any equivalent combination of work experience and study.

Special:

Successful completion of courses in marine machinist, marine pipefitting, and ship fitting may be required in some assignments.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
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SD