

VOCATIONAL TECHNICIAN



PAY GRADE 7 or 9 (see note)

Position/Title: Technician Automotives/Construction/Fabrication

Department/School: _____

Reports to: Vocational Teacher

Incumbent: _____ **Supervisor:** Administrative Assistant/ Administration

Note: Technicians having a Journeyman Certificate will be classified at pay grade 9, whereas those without will be classified at pay grade 7.

Function and Purpose of Position

A Vocational Technician is similar to an Educational Assistant in many ways, except they work in a highly specialized area to help teachers with many instructional and non-instructional tasks in the classroom and the shop area. Vocational Techs may:

- work under the supervision of one teacher or several different teachers
- work independently with students in the shop or in the classroom with the teacher
- work with a particular special needs student or a group of students within a class
- work as part of a multidisciplinary team
- perform clerical tasks in the vocational labs or class

Vocational Technicians provides routine and repetitive instructional support. Under the direction of the teacher, assists students in acquiring basic education skills necessary for advancement in the educational setting. To reach this objective, the assistant follows an individually prescribed learning program, through team planning and working one-on-one with the student(s). This involves routine recording, basic charting and logging of observations on data sheets.

Activity A: Instructional Support

- Assist teacher in supervision and instruction of students in shop on a one-to-one basis
- Demonstrate and supervise students during equipment repair, maintenance and shop cleaning
- Supervise students while they are doing repair on customer vehicles
- Inspect student work on customer vehicles to ensure it is done properly
- Responsible for safety demonstrations on all machinery and equipment
- Assist substitute teachers
- Set up and dismantle equipment for students to work on

Activity B: Scheduling Shop and Customer Work

- Schedule work to be done in shop in consultation with teacher
- Book appointments for work to be completed
- Fill out work orders for customer vehicles
- Communicate with customers in regard to work required, costs and complete time
- Responsible for invoice and collection of all cash and charge accounts
- Maintain financial records and forward daily deposits to Business Manager

Activity C: Equipment and Supply Maintenance

- Primarily responsible for the care and maintenance of all automotive equipment (i.e. hoists, wheel balancer, tire machines, high pressure washer, drill press, floor jacks, etc.)
- Ability to complete regular maintenance on woodworking machinery including, changing blades and knives, sharpening of edge tools, diagnosing and replacing problem parts
- Ability to use common woodworking machinery to prepare materials for student use, including milling lumber and processing sheet goods
- Responsible for the ordering and stocking of all supplies needed from various suppliers independently. Some travel locally may be required to pick up parts and supplies
- Responsible for monthly and annual inventories
- Work collaboratively with the instructor to create a schedule to maintain tools and equipment

Activity D: School Vehicles

- Daily vehicle inspections
- Preventative maintenance on school vehicles
- Complete government required semi-annual inspections if qualified

Activity E: Other Duties

EDUCATION AND EXPERIENCE

A) Education

1. Journeyman Auto Mechanic Certificate
2. Supplemented by courses related to school programs

3. Alberta Vehicle Inspection License would be an asset

B) Experience

4. A minimum of one (1) year related experience is required.

5. Having the knowledge to use and understand charts and drawings and to apply a general understanding of CTS (vocational) concepts would be an asset

6. Courses in Behaviour Management would be an asset

Equivalencies will be considered.

KNOWLEDGE, SKILLS AND ATTITUDES

- Good oral and written communication skills
- Good interpersonal skills
- A good sense of humour
- First Aid Certificate
- Knowledge of office equipment
- Good health and physical fitness
- The ability to take direction and work independently
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- The ability to deal with the emotional and mental stress of working with large groups of children who are sometimes active and demanding.

This work is most rewarding for those who enjoy working with people (especially physically, emotionally and behaviourally challenged students), having clear rules and guidelines for their work, and finding innovative ways to handle situations.

DECISION MAKING

The Vocational Technician makes decisions in order to assist the implementation of instructional plans as directed by the teacher. Examples: 1.) Once tasks are assigned the Technician may decide on the sequence of events such as how to format and prepare classroom resources and educational materials to suit the needs of the student(s) (e.g. photocopying, and some word processing). 2.) A decision related to supervision of student's various activities and events under the direction of the teacher (e.g., group students for field trips in manageable groups). 3.) How to design and set up bulletin board displays and/or information areas to support instructional objectives of the teacher.

WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the same department as yours will exchange everyday information

- and may require explanation and interpretation of that information.
2. Employees in same schools will exchange factual or everyday information.
 3. Daily communication with students will require explanation and interpretation of everyday information.
 4. As directed by the teacher communicate observations regarding health and behaviours to the teacher (as gathered in logs, charts, and data sheets)
 5. Sales representatives

Work is performed under frequent or close supervision. Specific directions and instructions are provided during work process.

PHYSICAL DEMANDS

They may be required to routinely lift items weighting up to 10 kilograms.
Occasionally lifting or moving of heavy equipment

Some of the unpleasant aspects of the work environment are:

- Noise level
- Exhaust and fluid fumes
- Sawdust

WORKING CONDITIONS

Vocational Technicians work indoors in a shop environment

Vocational Technicians may have the same holiday schedule as teachers, including a long summer break as well as winter and spring breaks. However, they work on a ten-month contract basis and therefore are not paid during the summer months.

The scheduled hours to be worked will be determined by each specific position.

A personal vehicle may be required to pick up parts and supplies.

ADDITIONAL INFORMATION

Vocational Technicians must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.