DEFINITION

Under the direction of an instructor or Instructional Lab Technician, perform technical and clerical work in an instructional lab setting for commercial printing.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Aide class or the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for Commercial Printing. Incumbents operate more independently than Instructional Aides and perform a wider variety of technical and clerical duties, requiring experience in Commercial Printing. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for Commercial Printing and must possess more extensive technical or academic training and experience in Commercial Printing.

EXAMPLE OF DUTIES

1. Control the circulation of typesetting paper, type disks, striping sheets, processor chemicals, film, daylight stat paper, PMT paper, border tapes, wax, plates, work orders, ink, paper and records to students and instructors by checking items in and out, maintaining appropriate records and inventories and ordering replacement items as necessary according to approved procedures.

2. Assist students in the proper selection, operation and care of disks, plates, chemicals, cutters, cameras, waxer, platemaker, folder, vacuum frame and typesetters; assist students to understand assignment by reinforcing instruction provided by the instructor.

3. Perform clerical duties such as answering the telephone, taking messages, opening and routing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports and maintaining records and files.

4. Process incoming supplies, materials, tools and equipment by identifying and labeling items and maintaining appropriate records.

5. Maintain work order log of all jobs coming into the shop; maintain a record of jobs completed, supplies used and cost of operation; file charges to clients monthly.

6. Operate a variety of equipment such as, typesetters, waxer, drill, processor, cutter, PMT machine, process camera, NUARC platemaker, folder and vacuum frame.

7. Provide information to students, instructors and others as requested; ensure that appropriate to instructors regarding student progress.

8. Assist in preparing, administering, scoring and recording student test; provide relevant information to instructors regarding student progress.

9. Make minor repairs on equipment, i.e. fix paper feed and blades on typesetters when paper jams and fix springs on platemaker.
10. Test, adjust and maintain equipment, i.e. clean each type disk regularly; keep typesetters clean and dust free; clean the disc-clots of typesetters with special solution weekly; keep hot-waxer filled and remove excess build-up daily; check and clean all parts of camera and lens daily; clean the developing trays daily; check carbon-arc rods and glass top on platemaker daily; schedule other repairs and maintenance of equipment according to approved procedures.

11. Provide training and work direction to student aides and hourly assistants.

12. Maintain instructional area in a clean and orderly manner; ensure security of the facilities as assigned.

13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Operation, maintenance, uses, and characteristics of typesetters, waxers, processors, drills, cutters, process cameras, NURAC platemakers, folders and vacuums.
Basic knowledge of Commercial Printing.
Instructional methods and techniques.
General needs and behavior of students of various ethnic, racial and cultural backgrounds.
Record-keeping techniques.
Safety regulations involving press, cutters, folders, typesetters, collators and chemicals.
English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Oral and written communications skills.
Technical aspects of camera, layouts, design and photo-typesetting.
Principles and practices of work direction and training.

Skills and Abilities:
Perform minor maintenance and repair of all equipment in lab area.
Ability to convey by word, example and demonstration, all skills and information necessary in the operation of typesetting and printing.
Make simple arithmetic calculations.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with very little direction.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Train and furnish work direction to others.
Maintain records and prepare reports.

Training and Experience:
Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to Commercial Printing and satisfactory completion of sufficient specialized training in Commercial Printing to satisfactorily perform the assigned duties.
WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves a laboratory setting; may be exposed to fumes from chemicals.