Southeast Technical Institute
Sioux Falls School District 49-5

JOB DESCRIPTION

Automotive Technology Lab Specialist

<table>
<thead>
<tr>
<th>Division/Program:</th>
<th>Transportation Technology/Automotive Technology</th>
<th>Job Status:</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
<td>Reports To:</td>
<td>Director of Academic Support</td>
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<tr>
<td></td>
<td></td>
<td>Receives Guidance From:</td>
<td>Program Instructors</td>
</tr>
<tr>
<td>Grade/Level:</td>
<td>• 10 Month Specialist</td>
<td>Amount of Travel Required:</td>
<td>None</td>
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<tr>
<td></td>
<td>• Classified Staff Salary Schedule;</td>
<td>Positions Supervised:</td>
<td></td>
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<tr>
<td></td>
<td>• Job Level N</td>
<td></td>
<td></td>
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<tr>
<td>Work Schedule:</td>
<td>• 210 Day Work Calendar (August-May);</td>
<td></td>
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<td></td>
<td>• M-F 8:00 AM to 5:00 PM.</td>
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<tr>
<td>Prepared By Name:</td>
<td>Southeast Technical Institute Human Resources Staff</td>
<td>Approved By Name:</td>
<td>James Jacobsen</td>
</tr>
<tr>
<td>Prepared By Title or Dept:</td>
<td>Southeast Technical Institute Human Resources</td>
<td>Approved By Title or Dept:</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Prepared By Date:</td>
<td>February, 2016</td>
<td>Approved By Date:</td>
<td>February, 2016</td>
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POSITION SUMMARY
This position will assist the instructor in a variety of lab simulation activities that promotes student learning in Southeast Technical Institute’s Automotive Technology Program. This individual will also continually collaborate with the instructor to enhance the students’ lab experiences within the educational standards of Southeast Technical Institute.
ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)
- Supervise students in a laboratory environment with lab experiences that provide advanced and technical instructional reinforcement that insures proper trouble-shooting and problem solving techniques.
- Provide lab experiences with a variety of ancillary applications that teach students the proper and safe use of technical equipment, shop operations, and processes associated with the Program’s field.
- Coordinate the operations and equipment of the lab, to assure a properly equipped and staffed lab.
- Operate and calibrate technical equipment and tools and demonstrate safe and proper operation.
- Assist the instructor in the acquisition of materials, supplies, equipment, and other resource materials.
- Assist the instructor with curriculum development that includes preparation of lab experiments, exercises, and teaching aids.
- Assist the instructor in maintaining department reports.
- Maintain a variety of records related to lab activities and student assessment.
- Monitor and supervise classroom and lab situations in the instructor’s absence.
- Advocate the instructor’s theories and laboratory techniques.
- Build good interpersonal relationships and establish rapport with students and colleagues.
- Provide for the well-being, health and safety of all students.
- Support the goals of the Southeast Technical Institute staff, its service and industry excellence, and its advisory committee.
- Utilize the Learning Management System as a course delivery mechanism to provide laboratory assignments to students.
- Support Southeast Technical Institute’s mission and goals, its administration, and its policies.
- Participate in institutional committees and team/program committees.
- Perform other duties as assigned by supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
SKILLS & ABILITIES

Education: High School Diploma or GED required, AAS in Auto Technology preferred.

Experience: 1 year of progressive experience in automotive repair required.

Computer Skills: Strong computer skills in Microsoft Office Suite, database management systems and the ability to learn and utilize new software packages and other design tools relative to the industry. Fully functional with online communication tools (instant messaging, live chat, forums, emails). Ability to understand and utilize technology for lab instruction. Ability to conduct internet research and enter data in related software tools.

Certificates & Licenses: ASE certifications preferred or ability to attain certifications.

Other Requirements:
- Post-offer criminal background check required.
- Excellent interpersonal, influencing, and presentation skills required.
- Ability to utilize different methods and mediums in delivering lab course work.
- Experience in organizing and writing presentations of a technical nature.
- Experience in critical thinking, problem solving, and judgment skills.
- Ability to develop and maintain professional relationships with students and colleagues.
- Goal-oriented, have ability to multi-task, able to work through interruptions.

PHYSICAL DEMANDS

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift/Carry</th>
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<tbody>
<tr>
<td>Stand</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Walk</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Sit</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Handling / Fingering</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Reach Outward</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Reach Above Shoulder</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Climb</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Crawl</td>
<td>C (Constantly)</td>
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<tr>
<td>Squat or Kneel</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>Bend</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>10 lbs or less</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>11-20 lbs</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>21-50 lbs</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>51-100 lbs</td>
<td>F (Frequently)</td>
</tr>
<tr>
<td>Over 100 lbs</td>
<td>O (Occasionally)</td>
</tr>
<tr>
<td>Push/Pull</td>
<td></td>
</tr>
<tr>
<td>12 lbs or less</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>13-25 lbs</td>
<td>C (Constantly)</td>
</tr>
<tr>
<td>26-40 lbs</td>
<td>F (Frequently)</td>
</tr>
<tr>
<td>41-100 lbs</td>
<td>F (Frequently)</td>
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</tbody>
</table>

N (Not Applicable)                      Activity is not applicable to this occupation.
O (Occasionally)                        Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)                          Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)                          Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements:
Talking:
- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:
- Sufficient visual acuity for reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.
Sense of Sound:
- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

Sense of Touch:
- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture.
  Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT
General office environment with standard office equipment available during classroom instruction. Lighting and temperature are adequate for classroom and course delivery. Moderate noise levels typical of an office environment due to staff/student conversations in classroom. Simulation labs tend to have louder noise levels due to running shop equipment and tool usage, and overhead doors opening and closing. Frequently exposed to outdoor weather conditions that may not be climate controlled when traveling to other locations or conducting student labs in a “shop” environment.

Job is sedentary in the classroom that is similar to an office environment. There tends to me more strenuous physical activities performed during student lab simulation. Possible exposure to communicable diseases.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT
Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION
I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: ___________________________ Date: ________________

Employee Print Name: ____________________________________________