

LAREDO COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Heating, Air Conditioning, & Refrigeration Lab Assistant REVISION DATE: August 2006

PERSONNEL GROUP: Classified Staff

CLASSIFICATION LEVEL: GRADE 14

DEPARTMENT: Industrial Trades – Heating, Air Conditioning, & Refrigeration Dept.

BASIC FUNCTION AND RESPONSIBILITY:

The position exists to provide teaching assistance in the classroom and the laboratory for the Heating, Air Conditioning, & Refrigeration department. The Lab Assistant is responsible for laboratory supervision and in assisting the instructors in the preparation of classroom and laboratory activities and for assisting the handicapped, L.E.P., disadvantaged and other identified students with special needs.

CHARACTERISTICS, DUTIES AND RESPONSIBILITIES:

1. Assists in organizing the tool/supply room, in taking inventory of tools, supplies, and safety equipment.
2. Assists in issuing and receiving instructional supplies and equipment.
3. Issues tools to students and assures that they are returned to the tool room.
4. Assists instructors in ordering instructional supplies and expendable materials.
5. Assists the instructor in the preparation of class and laboratory presentation and activities.
6. Supervises students under the direction of the instructor in maintaining a safe and clean working environment.
7. Assists the student as directed by the instructor with individual problems pertaining to instructional and learning activities.
8. Conducts student drill sessions and related teaching activities as directed by and under the supervision of the instructor for handicapped, L.E.P., disadvantaged and other identified students with special needs.

9. Assists the instructor with the completion of necessary forms or reports required by Laredo Community College and other agencies contracted by Laredo Community College.
10. Helps in the supervision of students while on field trips or other off-campus activities.
11. Assumes the duties of the instructor during short-term instructor absence or until a substitute is appointed.
12. Reports student grievance or disciplinary problems to the instructor.
13. Works at different time schedules and locations to accommodate program-training requirements.
14. Attends all staff meetings and in-service workshops as directed.
15. Assists the instructor in meeting deadlines for: attendance and grade reports. Timesheets, textbook requisitions, equipment lists, regular requisitions, and schedule changes.
16. Assists the instructor and is accountable for: 1) verifying student absence from class and entering absences on the record book and the attendance form as directed by the instructor, 2) provides assistance to Laredo Community College, community agencies and the community, 3) submits reports and forms on time to the different departments, and 4) keeps regular office hours.

SUPERVISION RECEIVED: Industrial Trades Coordinator, Heating, Air Conditioning, & Refrigeration Faculty.

SUPERVISION EXERCISED: None.

QUALIFICATION STANDARDS:

Education: Should have a high school diploma or G.E.D. Must have knowledge and vocational-technical skilled training in the field of Heating, Air Conditioning, & Refrigeration.

Experience: Must have at least two years of recent field experience or two years post-secondary vocational-technical training in the field of Heating, Air Conditioning, & Refrigeration.

Licenses: Refrigerant and Recovery Certification: Type I and Type II (J-608). EPA certification in the field of Heating, Air Conditioning, & Refrigeration.

Skills, Knowledge and Abilities: Must know the safe and proper operation of Heating, Air Conditioning, & Refrigeration tools and equipment.

Physical Demands: May be assigned to work various time schedules. May be required to work inside and outside of the classroom and at different locations to accommodate training requirements. Must be able to lift and carry up to 50 lbs.

SKILL TEST REQUIRED: None.

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee's Signature & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title