

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

OCCUPATIONAL TRAINING ASSISTANT

Works under general supervision to provide instruction and support supervision in an on-the-job training program designed to provide skill and/or craftsman training that will qualify students for profitable employment. Builds, modifies, maintains and sets up machines that parallel industrial practice so that workshop conditions simulate industrial conditions.

DUTIES AND RESPONSIBILITIES

Although job tasks may vary from one program to another or because of assignments made by supervisory personnel, duties and responsibilities listed below are not intended to be all inclusive but are descriptive of the typical tasks performed.

1. Assists certified staff in classroom occupational training by instructing students in various vocational skills and the use of hand and power tools such as saws, jointers, drills, presses, and cutting and welding equipment.
2. Participates in lesson and program planning, staff meetings and conferences. Under the direction of the teacher-in-charge, plans work projects, prepares materials, sets up work stations and equipment for classroom activities and workshop instruction and training, and imparts trade knowledge and craft techniques regarding the occupational tasks being learned by the students.
3. Provides necessary supervision during meal and free time, and during workshop activities, to insure safe practices are followed that will minimize the possibility of injury when working with hand and power tools.
4. Works with close tolerances to build, modify, maintain and set up various workshop equipment for instructional use.
5. Makes progress reports on individual work activities and performance, and recommends an occupational area in which a student can perform at a level that will allow for profitable employment.
6. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent plus specialized training equivalent to a minimum of two years.

Experience: Requires experience gained through job training or on work related to job training; the total normally is in excess of three years but seldom in excess of five years.

Special Note: The ability to use instructional techniques required in the training of the exceptional child.

**060771 – Labor Grade 13, Salary Range 48 – Occupational Training Assistant
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