

MONTEREY COUNTY OFFICE OF EDUCATION

MOBILE LAB ASSISTANT/TRUCK DRIVER (MCAET/BTOP)

CLASSIFICATION: Classified

SALARY LEVEL: 41.5

DEFINITION

The Instructional Mobile Lab Assistant/Truck Driver assists in operating a Mobile Technology Classroom housed in a semi-trailer truck. Possessing a California Class A Commercial Driver's License, the Instructional Mobile Lab Assistant/Truck Driver, drives the mobile classroom to various sites throughout Monterey County. The person maintains on-board classroom and equipment. The person assists in the training of students of all ages in computer literacy. He/she provides clerical and all other general support services required to efficiently run a mobile technology classroom.

SUPERVISOR

Project Coordinator

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties:

The following is a list of duties that is representative of the position that includes but is not limited to: Drives a semi-trailer truck and operates the equipment on board the mobile digital media classroom; assists in ensuring computers and other media equipment are set up for classroom use and properly stored for travel; reports equipment malfunction to appropriate staff for assistance and/or repair; assists instructors with training of basic digital media arts and computer and internet skills for students of all ages; communicates with students using speech appropriate to the student's level of understanding; assists with outreach plans to communicate with community members to develop effective relationships; maintains inventory and records of all equipment; assists in planning of activities and special events; provides media support; assists in the management and housekeeping of the classroom; monitors and provides input for evaluations of student progress; assists with all supervision of students in entering and leaving the mobile classroom during breaks and at other times as directed; assists in administering informal assessments; assists with registration of students; monitors and maintains all student files; administers basic first aid as necessary; provides general clerical support; attends meetings as called by supervisor; researches in advance routes and destinations, pre-determines parking locations prior to departure to a specific location; assesses time

and cost of routes and destinations; inspects and reports to the supervisor any damage or problems with the tractor and trailer and any equipment, furnishings and materials in the vehicle to the supervisor for possible damage or problems; inspects and reports to the supervisor that all items inside the mobile technology classroom are properly secured before and after each transport, to include: laptops and desktops, hitch connections, tables and chairs, cabinet doors, printers and scanners, video and camera equipment, materials (books, pamphlets and fliers, etc.)

OTHER DUTIES

Performs other job related tasks as assigned

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups of students; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, sit on floor, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment, drive a vehicle, and respond to emergency situations; physical strength sufficient to lift a student weighing 45 pounds and more with a two-person lift; physical stamina sufficient to stand or walk throughout student recess periods; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment; physical tolerance to be exposed to dust, pollen, specific agents/chemicals, cleansers and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- High school diploma or equivalent
- Associate Arts (AA) degree or 2 years of higher education (minimally 48 semester hours)
- Experience in clerical work
- Experience working with the public
- Minimum of three (3) years of experience pulling long trailers (24 feet or longer)
- No moving violation in the previous three (3) years
- No violations involving alcohol or drug abuse

Licenses and Certifications

- Posses a valid California Class A Driver License with evidence of insurability
- First Aid
- CPR Certification within six (6) months of employment
- Medical Card DL51
- DMV H6 Printout

Knowledge of

- Routine record keeping
- First Aid
- Basic Information Technology, Computer and Internet literacy

Ability and Skill to

- Interact with and maintain cooperative relationships with all those contacted in the course of work
- Communicate effectively in English and Spanish languages both orally and in writing
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students
- Handle information in a discreet and confidential manner
- Assist students with computers at various levels
- Assists in providing for the safety and of all students
- Learn and utilize basic methods and procedures to be followed in instructional setting
- Analyze situations accurately and adapt an appropriate, effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Perform appropriate CPR and First Aid when necessary
- Work independently
- Function effectively in a multi-cultural setting
- Operate a variety of office machines, including computers
- Demonstrate basic computer literacy

Desirable Qualifications

- Bilingual or Bi-literate in Spanish

Revised 11/3/2014