



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: FabLab Assistant (Temporary) #4020
STEM
Educational Services

SALARY PLACEMENT: Short Term Employee Hourly Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a high school diploma or equivalent of the completion of the twelfth grade.

DESIRABLE QUALIFICATIONS:

Experience working with children of ages 9 - 17 years. Experience with engineering, computer science, 3D printing, crafts, or art. Comfortable with science education and inspiring students and adults to use science, technology, engineering and math for problem solving and creative expression.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work cooperatively with the San Joaquin County Office of Education (SJCOE) FabLab team. Ability to facilitate activities for students during field trips. Be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of the Instructional Technology and Engineering Design Coordinator, facilitate field trip activities for the SJCOE FabLab.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Manufacture items like stickers, bookmarks, trinkets with technology like laser cutters, vinyl cutters, and 3D printers.
2. Teach students STEM concepts and equipment use.
3. Help maintain, organize and clean the SJCOE FabLab. Assemble, construct and maintain hardware.
4. Supervise students to ensure their safety and notify the science coordinator in case of incidents that may arise.
5. Travel to and work at schools and community events.
6. Work on weekend days occasionally.
7. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school environment; and come into direct contact and SJCOE staff, district office staff, students and the public.

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