

Lenawee ISD

Role Description

Position Title: Teacher Assistant – Marketing & Entrepreneurship and Graphic Design - LISD TECH Center
Area: Career Technical Education (CTE)
Reports To: Principal, LISD TECH Center
Supervises: n/a
Last Revised: March 2024

SUMMARY:

To assist with appropriate instruction to students enrolled in the Marketing & Entrepreneurship and Graphic Designs programs through the LISD TECH Center in compliance with the school improvement plan.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

➤ General Job Functions

- Supports occupational instruction to CTE students, including instructional activity in the area of work habits and employability skills under the direction of the instructor.
- Assists instructor in implementing curriculum content and sequence in cooperation with advisory committee, Principal, and school improvement plan.
- Support students in completing assignments and projects, providing feedback and guidance.
- Supports the maintenance of student and department records, reports and files as required.
- Assists in formulating short- and long-term plans in a specific occupational area.
- Demonstrates competence, awareness of and sensitivity to the physical, emotional, and socio-psychological needs of high school aged learners.
- Maintains established school policies, procedures, objectives, quality assurance and safety standards.
- Assists instructor in providing students with the opportunity to participate in student leadership organizations such as DECA, SkillsUSA, and BPA.
- Attends and participates in open house, parent-teacher conferences, advisory committee meetings, in-services, and other staff meetings.
- Assists with care and maintenance of school and department equipment and supplies.
- Complies with and/or implements the “To empower learners and create opportunities for success” statement of the LISD vision in addition to all LISD safety, health, human resources and departmental policies, procedures, protocols, and guidelines.
- Assumes other responsibilities and performs other duties as assigned by the LISD TECH Center Principal.

- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards.
 - Assist with the management of school-based enterprises, including “the spOt”, the TECH Center school store.
- Competencies, Skills, and Abilities:
- Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer
 - Ability to handle quantities of money
- Physical Demands:
- Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
- Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- High school diploma
- Demonstrated experience working with individual students
- Demonstrated competence in math, reading, and writing at the high school level
- Two years (equivalent of 4,000 hours) recent paid work in related work field

Preferred:

- Previous experience instructing others
- Some college level course work in related field
- Previous experience with Point of Sale and eCommerce
- Background in marketing and/or entrepreneurship and graphic design
- Experience with Adobe Creative Suite
- Ability and willingness to write and develop curriculum
- Excellent human relations and oral/written communications skills
- Knowledge of and ability to implement work-based learning activities for students

CERTIFICATES, LICENSES, and REGISTRATIONS

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TERMS OF EMPLOYMENT

38 Weeks; salary per Teacher/Learning Assistant Training Incentive Salary Schedule

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____