

# Lenawee ISD

## Role Description

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Position Title: Teacher Assistant – LISD TECH Center  
Area: Career Technical Education (CTE)  
Reports To: Principal, LISD TECH Center or his/her designee  
Supervises: n/a  
Last Revised: February, 2018

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### **SUMMARY:**

To assist with appropriate instruction to students enrolled in specific occupational areas 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.
- 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.
- Supports the development of and monitors student clinical and/or field experiences.
- Monitors groups of students in the CTE setting for the purpose of providing a safe and positive learning environment.
- Assists students, individually or in groups, with knowledge and skill development for the purpose of reinforcing learning and mastery of competencies.
- Assists instructor in providing students with the opportunity to participate in student leadership organizations.
- 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 LISD Mission, “Through meaningful relationships, the LISD walks side-by-side in support of every learner through personalized service, innovative programs, and engaged leadership” 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 Principal.

- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards.
- 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 prioritize multiple tasks.
  - Ability to research information
  - Ability to deal effectively with a changing environment and be open to new ideas
  - Ability to communicate in person, via phone and computer
- 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
- Some college level course work in related field
- 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
- Ability and willingness to write and develop curriculum
- Excellent human relations and oral/written communications skills

**CERTIFICATES, LICENSES, and REGISTRATIONS**

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**TERMS OF EMPLOYMENT**

38 Weeks; salary per Teacher/Learning Assistant Training Incentive Salary Schedule; Salaried, Non-Exempt

**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: \_\_\_\_\_