

## **VACANCY**

<b><u>Title:</u></b>	<b>Design Technology Lab and Arts General Assistant</b>
<b><u>Job Objective:</u></b>	Assists the teacher in assessing student needs; assists in planning for, guiding, and supporting student learning. Assists in developing students basic theory and manipulative skills in design technology and the Arts, and prepares and organizes for learning opportunities, by performing the following duties:
<b><u>Qualifications:</u></b>	
<b>Education:</b>	2 year technical degree or vocational experience associated with woodworking, metalworking, electricity, graphic arts, or mechanical drawing.
<b>Experience:</b>	Preferably, at least 2 years in a similar position.
<b>Language Skills:</b>	The teaching assistant must have the ability, in English, to: <ul style="list-style-type: none"> <li>• read, analyze and interpret common print materials appropriate to the teaching situation.</li> <li>• write routine reports and correspondence.</li> <li>• respond to queries from students, parents, or faculty.</li> <li>• effectively present information to the Principal, faculty and students.</li> </ul>
<b>Mathematical Skills:</b>	The teaching assistant must have the ability to: <ul style="list-style-type: none"> <li>• to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.</li> <li>• apply ratio, percent, probability and estimation concepts.</li> <li>• measure accurately using a variety of tools (e.g. ruler, compass, etc.)</li> </ul>
<b>Reasoning Ability:</b>	The teaching assistant must have the ability to: <ul style="list-style-type: none"> <li>• apply common sense understanding to potentially technical situations.</li> <li>• establish priority ordering of tasks necessary to complete a project and convey these understandings and priorities to others</li> <li>• employ logical sequencing, trouble-shooting, problem-solving and decision-making skills.</li> </ul>
<b>Other Skills and Abilities:</b>	The teaching assistant will need to have or develop the ability to manipulate computer technology associated with Design and technology and the Arts.
<b>Physical Demands:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to operate foot and hand controls, to use a telephone and to write. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information.</p>

Employment Arrangement: Teaching Assistant Contract  
Overtime Provision – Yes, if approved

Supervised By: Design Technology Teacher or other Principal Designee

Major Areas of Responsibility: (In Design Technology workshop and/or Arts Department)

- Demonstrates knowledge of subject matter and works to become current with current educational practices.
- Utilizes effective communication skills.
- Exhibits effective human relation skills within the educational environment.
- Exhibits evidence of planning and preparation in order to facilitate instruction.
- Assists in utilizing varied instructional strategies and activities.
- Assists in establishing, communicating, and encouraging high standards of student performance.
- Assists in organizing time, space, materials, and equipment for effective instruction.
- Assists in monitoring, assessing, and providing appropriate feedback of student performance and progress.
- Assists in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Assists in performing non-instructional duties affecting the school program.
- Assists in implementing school policy and pertinent law.
- Participates in professional development activities.
- Assists in preparing teaching outline for course of student, assigning lessons, and correcting basic homework papers.
- Assists in administering tests to evaluate pupil's progress and recording results.
- Assists in maintaining discipline in the classroom, school building and school grounds, providing a safe working and teaching environment for students and others.
- Assists in illustrating, or demonstrating to teach proper use of tools, equipment and machines, safety practices, and theory as applied to Design Technology and/or the Arts Department.
- Maintains regular attendance.
- Assumes other responsibilities as assigned by the building principal or his/her designee.