

TECHNICAL ASSISTANT JOB DESCRIPTION

Technical Assistants:

- To complement instruction such as assisting the teacher during the lesson by helping students who may be having difficulty in understanding or in keeping up with the class.
- To supplement instruction such as assisting the teacher by working with individuals or small groups of students on follow-up activities specified by the instructor.
- To reinforce instruction such as assisting the instructor in administering remedial and drill activities for individual or small groups.
- Will complete, by deadline, all forms necessary to the special populations project.
- Will compile a student level of achievement record, as provided by the special populations coordinator, on each special populations student.
- Will attend meetings and in-services pertaining to the special populations project.
- To work to promote the mental, physical, social and emotional well being of students.
- To maintain records on individuals special populations students, which indicate support needed and being provided.
- Perform other functions as required by the special needs project and specified through the student services coordinator.

Technical Assistants Do:

- Work directly with students.
- Assist the instructor during lessons by helping students that may have difficulty in understanding and/or keeping up with the class.
- Assist the instructor by working with individuals in small groups of students on follow-up activities assigned by the instructor.
- Reinforce the teacher's instruction by giving remedial and drill activities for individuals or small groups.
- Have two years of occupational experience or an associate degree and one year of occupational experience.
- Work under the direct supervision of the regular instructor.
- Need to be able to relate with student and staff.
- Assist substitute instructor when the need arises.
- Help students to relate to others.
- Work with the instructor to plan individualized curriculum for special populations students.
- Help in the individual evaluation of each special populations student.
- Submit written reports to coordinator when due.
- Attend in-services to receive training in special populations teaching techniques.

Technical Assistants Do Not:

- Teach a class.
- Substitute for the regular instructor.
- Need to be vocationally certified.
- Run errands or do busy work for instructor.
- Become involved in competition with the regular instructor.