

**Elkhart Community Schools**  
**Position Description**

<b>Position Title:</b>	<b>Technical Assistant</b>
<b>Qualifications:</b>	<i>Required:</i> Completion of at least 48 hours of earned college credit at an institution of higher education, or obtained an associate’s degree (or higher), or met a rigorous standard of quality and can demonstrate through a formal State or local assessment (Para Pro Assessment Test); Excellent computer skills; excellent ability in organization, prioritizing, and attention to detail; ability to communicate effectively, both orally and in writing; ability to work collaboratively and cooperatively in an open setting. Demonstrated accurate documentation preparation, record keeping, data entry and computer skills. Must maintain good public relations in working with school personnel and the public. Must display a pattern of regular and timely attendance. <i>EACC requirements:</i> High school diploma or equivalency. Minimum of three years’ experience working in the specific field of instruction or related post-secondary coursework. <i>Preferred:</i> Industry recognized credential
<b>Department:</b>	Building
<b>Reports to:</b>	Building Principal
<b>Prepared by:</b>	Maggie Lozano
<b>Approved by:</b>	W. Douglas Thorne

Date: 9/23/2024

**SUMMARY:** Supervise students and programming while supporting them with the completion of assignments. Work cooperatively with teachers and students to provide services that enhance the instructional program. Collaborate with other members and encourage students to develop lifelong reading, listening, viewing and critical thinking skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (*Other duties may be assigned*):

1. Plan and provide daily instruction and activities, under the direction of the principal or designee, to students based on current standards and curriculum, as required.
2. Adapt teaching materials, lessons and instructional strategies to meet the needs of groups and individuals, as required.
3. Provide effective classroom management that includes routines and procedures to maintain a safe and orderly learning environment.
4. Create active learning environments and collaboratively design settings that foster an enriching, nurturing and safe climate, where diversity and academic risk taking are valued.
5. Support classroom teachers (e.g. editing research assignments, checking grades, etc.) for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
6. Assist students with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
7. Implement strategies for reinforcing material or skills based on individual student needs, interests and abilities.
8. Guide independent study, enrichment work, and remedial work set up and assigned by the classroom teacher.
9. Maintain a record of accountability for student activities during class time for the purpose of reporting to the classroom teachers or administrative staff, if the students are not making good use of time.
10. Maintain a variety of confidential data bases and records to document activities and provide reliable information for program facilitation.
11. Provide substitute teachers with lesson plans, seating charts, time schedules, required materials and specific instructions, such as individual behavior intervention plans, individual learning strategies and medical and physical information when appropriate, if required.
12. Monitor students during assigned periods to maintain a quiet, safe and positive learning environment.
13. Administer medication to students, as needed, after appropriate training is provided.
14. Assist with supervision during field trips, as required.
15. Exhibit regular and timely attendance.
16. Establish positive rapport and communicate effectively with staff, students and parents.
17. Communicate with other departments and schools as necessary.
18. Perform other job-related duties as assigned by the Principal.

## **ADDITIONAL RESPONSIBILITIES BASED ON SPECIFIC TECHNICAL ASSISTANT POSITION:**

### **Technical Assistant- EACC (i.e. Veterinary/Small Engines/Cosmetology/Construction Trades/Adv. Mfg/Culinary)**

- Ensure compliance with standard safety procedures and maintain accurate records.
- Manage the assignment and inventory of tools
- Supervise and coordinate cleanup activities at the end of each session.
- Provide minor first aid as needed.

### **Technical Assistant - Elementary Library Media Center**

- Oversee textbook circulation throughout the school year and conduct a full inventory of the library media center collection at year-end.
- Support the management of the library media center budget, aligning with ECS media center goals and objectives. Assist in selecting materials and preparing orders, as directed, while ensuring compliance with copyright laws.
- Inspire students to build lifelong skills in reading, listening, viewing, and critical thinking.
- Perform general repairs on damaged materials and maintain the collection by weeding outdated or unsuitable items.
- Guide staff and students in selecting materials that enhance classroom instruction.
- Develop and implement operational procedures for the media center and provide orientation on these procedures for new staff and students.

### **Technical Assistant- Technology Instruction**

- Demonstrate proficiency with current technology and a commitment to learning new technologies as they are integrated into the curriculum.
- Establish and teach students procedures for using the computer lab or designated technology spaces.
- Implement necessary precautions to ensure the safety of students, equipment, materials, and facilities.
- Manage and maintain essential student information, including logins and passwords, with accuracy and accountability.

### **Technical Assistant- Suspension Program (Elkhart Academy)**

- Assist with administering classroom assignments, tests, homework, and make-up work to support teachers in the instructional process.
- Track and document student activity during class time, providing reports to teachers or administrative staff if students are not utilizing their time effectively.
- Encourage and promote positive study habits to improve student outcomes.
- Provide support to classroom teachers, such as editing research assignments and checking grades, to assist in the implementation of curriculum and teaching strategies.

**Supervisory Responsibilities:** Supervise students and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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. Ability to successfully complete CPI training, if required.

**Education and/or Experience:** High school diploma or equivalent; forty-eight hours of earned college credit at an institution of higher education, or obtained an associate's degree (or higher), or met a rigorous standard of quality and can demonstrate through a formal State or local assessment; (a) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, or (b) knowledge of, and the ability to assist in instructing reading readiness, as appropriate.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Language Skills:** Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to communicate with employees to train.

**Mathematical Skills:** Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

**Other Skills and Abilities:** Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

**Physical Demands:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.**