

Job Description

Title: Design/Art Teaching Assistant

Reports To: Secondary School Principal

SCOPE OF RESPONSIBILITIES:

As a Design/Art teaching assistant, your tasks would include: preparing, setting up, checking equipment, and obtaining supplies. You will also be required to support teachers and students during lessons as required. These duties will include, but are not limited to the following:

Duties and Responsibilities

- Assist teachers in organizing, preparing, and sorting materials before, during, and after classes.
- Assist the classroom teacher in teaching assignments, as planned and developed by the grade level team.
- Work with the teachers and the facilities team to organize classroom and division-wide events.
- Apply and reinforce safety guidelines with all design and/or art students.
- Support students in the creation of their products.
- Take responsibility for classroom equipment by teaching students about proper use, care and maintenance.
- Support students when using tools and materials in class.
- Assist design and/or teachers in maintaining an inventory of materials and tools.
- Keep an inventory of materials and ensure stock is replenished.
- Supervise students during break and meal times before and after school.
- Other tasks as assigned by the principal.

Qualifications

- Degree in technology and other relevant fields, such as robotics, computer design, art and woodworking.
- Strong organizational skills and the ability to communicate effectively.

Experience and Skills

- Well-equipped with technical design and practical skills such as working with wood, a kiln and electrical tools.
- Demonstrated experience in making prototypes/models.
- Ability to learn new concepts/skills quickly.
- Demonstrable interest and experience in researching a variety of technologies and methods.

LCS Believes:

- That each employee makes a significant contribution to our success. That contribution should not be limited to the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or LCS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.