

Job Description

Title:	Welding Technology Teacher Assistant
Status:	Non-Exempt
Reports to:	Welding Instructor and Principal
Supervises:	Students
Functional Relationship to:	Executive Director and Dean of Students

Job Summary:

Provide support to the welding instructor to facilitate student learning in welding technology and help them develop skills sets, which will contribute to their career development, maturity and responsibility.

Duties and Responsibilities of the Welding Teacher Assistant:

- Follow established curriculum.
- Assist in the development of daily lesson plans.
- Assist in planning student activities and programs.
- Create and maintain an environment conducive to learning.
- Actively participate in the creation and maintaining of a high standard of classroom and welding shop management.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and KACC facilities.
- Assess the achievement of students on a regular basis and provide progress reports to the welding instructor.
- Maintain accurate and complete records as directed by the welding instructor.
- Make provisions for being available to students and parents for education related purpose outside the instructional day when required or requested to do so under reasonable terms as directed by the welding instructor.
- Attend faculty and staff meetings as required.
- Maintain and improve professional competence.
- Perform other duties as assigned by the classroom instructor.

Education, Knowledge and Skills:

- High School diploma, Bachelor's Degree, Teacher's Certificate Preferred, Minimum of Paraprofessional Certification
- Career-specific working experience preferred
- Strong written and oral communication skills.
- Knowledge of classroom management

Miscellaneous:

- Mandatory Fingerprint Background Check
- Physician's Statement Certifying Physical Ability to Complete Tasks assigned

Physical Requirements

- Ability to sit/stand 2-6 hours per day with breaks every 2 hours.
- Ability to frequently bend, stoop, reach, crouch, kneel, push and pull, and climb stairs.
- Ability to lift 25-40 Pounds.
- Ability to occasionally work at a desk, use computer, keyboard and mouse