

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CAREER AND TECHNICAL LAB ASSISTANT

SALARY SCHEDULE: SSP-8

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School diploma
- (2) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution in the field of position or three (3) years of experience in field of position.
- (3) Must be able to communicate effectively.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of CTE field of hire. Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

REPORTS TO:

Principal or Designee

JOB GOAL

To perform routine tasks independently as assigned under the direction of a certified staff member.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the supervision of students as assigned.
- * (2) Maintain the lab environment to assist with daily instruction
- * (3) Assist in creating a safe learning environment in the classroom and lab.
- * (4) Implement classroom and lab activities as directed.
- * (5) Assist staff members with behavioral management.
- * (6) Assist with the development of instructional materials.
- * (7) Assist with the preparation of accurate records and reports.
- * (8) Assist with assessing student progress.
- * (9) Communicate effectively with staff and parents.
- * (10) Use specialized equipment required in the field of study.
- * (11) Intervene, when appropriate, to situations concerning discipline of students.
- * (12) Demonstrate initiative in the performance of assigned responsibilities.
- * (13) Provide for a safe and secure workplace.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.
- * (17) Maintain positive relationships with staff and vendors.
- * (18) Participate in workshops and training sessions as required.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Respond to inquiries and concerns in a timely manner.

CAREER AND TECHNICAL LAB ASSISTANT (Continued)

- * (21) Follow all School Board policies, rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Demonstrate support for the School District and its goals and priorities.
- * (24) Sustained focus and attention to detail for extended periods of time.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force, occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities