

METROPOLITAN EDUCATION DISTRICT
Vocational Classroom/Lab Assistant



Location:	Metropolitan Education District Silicon Valley Career Technical Education Center (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal
Classification:	Classified; CSEA bargaining Unit
Date Approved:	3/14/1984
Dates Revised:	1/9/1997, 11/13/2002, 8/27/2016
Position Control:	#142404, Salary Schedule 2, Range 20, 9 ½ months

POSITION DESCRIPTION:

Under the direct supervision of designated supervisor, reinforces the classroom curriculum in one or more occupational areas, performing a variety of tasks related to assisting vocational instruction, in a classroom or lab setting.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Organizes, manages and distributes instructional material and/or equipment
- Monitors students during examinations, study periods, and temporary absences of teachers
- Assists teachers with performance examinations and demonstrations
- Assists students in setting up work areas and inventories and dispenses materials and/or equipment
- Answers telephones and relays messages
- Assists with attendance
- Monitors restroom and locker areas under direction of assigned instructions
- Performs other related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Subject matter tools, materials and equipment as appropriate to curriculum, including computer operation and applications

Ability to:

- Establish and maintain cooperative working relationships with students, teachers and other district staff
- Use and maintain instructional materials and/or equipment
- Follow classroom rules and campus/site policies
- Understand and carry out oral and written directions
- Communicate clearly in English in oral and written form
- Operate AV equipment

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- One (1) year of experience, preferably in an industrial setting
- Experience working with high school age students is desirable

Education and Credentials:

High school diploma or equivalent

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature