

**Killeen Independent School District
Job Description**

Job Title: Teacher Assistant - Automotive
Reports To: Principal
FLSA Status: Non-exempt

SUMMARY:

Assists students with meeting the academic achievement and industry certification standards by working with individual and small groups of students under the supervision of a certified automotive teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Assists with monitoring students and ensuring that the learning environment is safe and well-organized.

Assists with maintaining an inventory of supplies and equipment and assures the security of equipment assigned to the automotive classroom(s) and other designated instructional areas.

Works with individual students or small groups of students to reinforce learning of material or skills as introduced by the teacher.

Assists the teacher in devising special strategies for reinforcing material or skills based on the understanding of individual students, their needs, interests and abilities.

Operates and cares for equipment and instructional materials as assigned by the teacher.

Helps students' master equipment including supplementary equipment and instructional materials as assigned by the teacher.

Presents subject matter to students utilizing a variety of methods and techniques.

Prepares violation reports of students in violation of the student code of conduct and/or school policies and provides a summary report to the principal or designee.

Prepares and develops teaching aides such as charts and graphs.

Assists with assigned teaching area to coordinate instructional efforts with teacher.

Serves as the chief source for information and help with any substitute teacher assigned in the absence of the teacher.

Checks and records student attendance and other daily record keeping tasks.

Assists the teacher in the implementation of students' behavior plans.

Assists with the supervision of students during emergency drills.

Distributes and collects papers and other materials for instruction.

Prepares, administers, and grades student notebooks, papers, make-up work, tests, and examinations for and under the supervision of the teacher.

Attends after-school meetings/training sessions as required.

Performs other such tasks as may be assigned by the teacher or principal.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE:

Must be eligible to obtain the ASE MLR certification and have a minimum of two years work experience in the automotive field.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

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.

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.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and 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. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat.

Revised Date: August 23, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.