

SECTION **SERVICE PERSONNEL**
AREA **ASSISTANTS**
TITLE **Language Laboratory Assistant**

QUALIFICATIONS:

1. Typing and clerical skills.
2. Knowledge of foreign languages and mechanical skills are desired.
3. Such alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, understanding, patience, tact, discretion and high moral standards.

REPORTING RESPONSIBILITY:

The Language Laboratory Assistant is directly responsible to the Foreign Language Department Chairperson and indirectly to the department's teachers.

JOB GOAL:

The Language Laboratory Assistant assists the language teachers during the scheduled visitations of classes to the Language Laboratory. He/she performs many of the tasks necessary for the orderly running of the period, thus enabling the language teacher to perform the instructional functions.

TERMS OF EMPLOYMENT:

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Language Laboratory Assistant shall be evaluated in writing by the Foreign Language Department Chairperson at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Assists teacher in setting up correct tapes at console.
2. Checks equipment at student booths to see that everything is functional.
3. Supervises student behavior at booths to see that everything is functional.
4. Makes routine and simple repairs or replacements on equipment.
5. Monitors make-up tests, including assisting students in setting up equipment.

6. Performs routine clerical duties including typing spirit master stencils, letters, and routine reports for the department.
7. Operates a variety of office machines.
8. Performs other duties and responsibilities incidental to the position or as assigned by the department chairperson and/or building principal.

Position Description approved: 2/27/90