

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

JOB DESCRIPTION

Title:

Design Technology Lab Assistant

Job Objective:

Assists the teacher in assessing student needs; assists in planning for, guiding, and evaluating student learning; and assists in communicating student progress to pupils and parents. Assists in developing students basic theory and manipulative skills in design technology by performing the following duties:

Position Requirements:

Two year technical degree or vocational experience associated with woodworking, metalworking, electricity, graphic arts, or mechanical drawing.
Preferably, at least 2 years in a similar position

Language Skills:

The lab assistant must have the ability, in English, to:

- read, analyze and interpret common print materials appropriate to the teaching situation.
- write routine reports and correspondence.
- respond to queries from students, parents, or faculty.
- effectively present information to the Principal, faculty and students.

Mathematical Skills:

The lab assistant must have the ability to:

- to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- apply ratio, percent, probability and estimation concepts.
- measure accurately using a variety of tools (e.g. ruler, compass, etc.)

Reasoning Ability:

The lab assistant must have the ability to:

- apply common sense understanding to potentially technical situations.
- establish priority ordering of tasks necessary to complete a project and convey these understandings and priorities to others
- employ logical sequencing, trouble-shooting, problem-solving and decision-making skills.

Other Skills and Abilities:

The lab assistant will need to have or develop the ability to manipulate computer technology associated with Design and technology.

“Preparing students to become stewards of a just and sustainable world.”

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 sit, to stand, to walk, to go up and down stairs, to operate foot and hand controls, to use a telephone and to write. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information.

Employment Arrangements:

Teaching Assistant Contract

Reports to and is evaluated by:

Design Technology Teacher

Monthly Salary Range:

Tk. 72,000 - Tk. 114,000

AISD community members hold each other accountable to these values:

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

Major Areas of Responsibility:

- Demonstrates knowledge of subject matter and works to become current with current educational practices.
- Utilizes effective communication skills.
- Exhibits effective human relation skills within the educational environment.
- Exhibits evidence of planning and preparation in order to facilitate instruction.
- Assists in utilizing varied instructional strategies and activities.
- Assists in establishing, communicating, and encouraging high standards of student performance.
- Assists in organizing time, space, materials, and equipment for effective instruction.
- Assists in monitoring, assessing, and providing appropriate feedback of student performance and progress.
- Assists in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Assists in performing non-instructional duties affecting the school program.
- Assists in implementing school policy and pertinent law.
- Participates in professional development activities.
- Assists in preparing teaching outline for course of student, assigning lessons, and correcting homework papers.
- Assists in administering tests to evaluate pupil's progress, recording results, and issuing reports to inform parents of progress.
- Assists in maintaining discipline in the classroom, school building and school grounds, providing a safe working and teaching environment for students and others.
- Assists in illustrating, or demonstrating to teach proper use of shop tools and machines, safety practices, and theory as applied to Design Technology.
- The lab assistant will specialize and be knowledgeable in one or more areas, such as woodworking or metalworking, electricity, graphic arts, or mechanical drawing.
- Maintains regular attendance.
- Assumes other responsibilities as assigned by the building principal or his/her designee.

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Inspired? We certainly hope so. Our team is waiting to hear from you at applyjob@aisdhaka.org. Send us your one-page response to the above and your CV in one tidy PDF document before **August 10, 2024**.

Mission: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

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