**MISSION HEIGHTS Junior College**

**Science Technical Assistant**

**POSITION DESCRIPTION**

**NAME:**

**POSITION: Science Technical Assistant**

**TENURE: Fixed term**

**HOURS OF WORK: 25 hours per week**

**Terms of employment and remuneration as per the Support Staff Collective Contract**

**RESPONSIBLE TO:** **Principal , Science teachers**

**KEY TASKS**

* To provide effective support for learning of students.
* To ensure that the science learning environment is effectively managed to facilitate engaging, challenging and appropriate learning consistent with the school’s vision.
* Set up and preparation of science equipment
* Ordering of materials as required by science staff
* Maintaining Science teaching and storage spaces in a tidy and safe state
* Science class support etc as required by science teachers
* Supervise students during interval , lunch times and staff professional development.
* Establish positive, professional communication with students and teachers. Communicate information of concern to Senior Staff immediately.
* Maintain acceptable standards of behaviour, with consistent expectations
* Seek clarification, guidance or assistance as necessary. Work co-operatively, sharing information and ideas with staff
* Where appropriate, participate in and support school activities, these could include cultural, sporting, social and community activities.
* Adhere to the staff handbook guidelines re attendance, dress code, playground duties etc.

**Science Technical Assistant**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Principal** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_