

APPENDIX:

Job description (Classroom Assistant)

Job Purpose:

Assist the Registrar with tasks related to course delivery in the IUGB Classrooms.

Duties:

1. Manage the attendance forms for classes in the classroom
2. Maintain records related to the arrival and departure of faculty in the classroom and reports these hours to the Registrar
3. Make photocopies for courses
4. Assist faculty members by coordinating the use of classroom projectors.
5. Assist with communications from the Registrar's Office to students and faculty
6. Monitor students in the hallways during class hours, enforce behavioral rules and report infractions
7. Monitor the stock of teaching supplies and equip classrooms with regular consumable supplies (markers, erasers, etc.)
8. Monitor the condition of the building and classrooms, and report problems to the Registrar
9. Input class attendance, student information and course registration data into online data sharing
10. Receive prospective parents and students for referral to the Admissions Office during selected periods of time
11. Communicate with the appropriate IUGB service for classroom needs (cleaning, health)
12. Assist with other tasks on request of the immediate supervisor