

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: ITV Aide

REPORTS TO: Principal

QUALIFICATIONS: High school diploma or equivalent
Strong interpersonal and communication skills
Required criminal background check and proof of US citizenship
or legal resident alien status

JOB GOAL: To assist the classroom teacher with the implementation of lessons utilizing the ITV room/equipment.

PERFORMANCE RESPONSIBILITIES

1. Maintains the technology equipment in the ITV room.
2. Works directly with the classroom teacher in implementing lessons in the ITV room.
3. Troubleshoots technology problems before, during, and after lessons in the ITV room.
4. Ensures that safety procedures with regard to ITV room equipment are followed by staff and students.
5. Assists teachers who are not physically present with delivery and collection of student work.

Approved: 5/12/09

Revised: 9/24/09