Job Title	Teaching Assistant (A+/CCNA Computer Network Specialist Tra
PVN ID	BM-1711-002201
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.

Department	Adult Continuing Education A
Status	Part Time
Hourly Rate	$16.00-$16.00
Hour(s) a Week	10.00-19.00
Closing Date	Oct 11, 2018 (Or Until Filled)

General Description

- To assist Lead Instructor in delivering course content to ensure successful completing of training requirements and certificate attainment.
- Discuss assigned duties with Lead Instructor in order to coordinate instructional efforts
- Present subject matter to students under the direction and guidance of the Lead Instructor, using lectures, discussions, or supervised role-playing methods
- Assist Lead Instructor with supervision of class
- Assign resources to students based upon deficiencies in skill competencies
- Tutor and assist students individually or in small groups in order to help the student(s) master assignments and to reinforce learning concepts presented by Lead Instructor.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices(when applicable)
- Observe students' performance, and record relevant data to assess progress
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students
- Distribute tests and homework assignments, and collect them when they are completed
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers
- Ability to establish and maintain effective working relationships
- Follow all rules, policies and procedures outlined by The Borough of Manhattan Community College.
- Enforce ACE administration policies and rules governing students
- Contributes to program outcomes by accomplishing related duties and responsibilities as requested by the Lead Instructor.
- Assists in administering diagnostic test or may proctor examination
- Identifies and refers inappropriate enrollments to the supervisors

Other Duties

Qualifications

- Associates Degree in Computer Science with at least 2 years work experience within that field
- Working knowledge of installation of computer hardware and software
- Working knowledge of computers and related instructional technology devices
- Must have experience working with a diverse student population.