

# San Diego Community College District

## NANC JOB DESCRIPTION

Title: Teacher Prep-Aide

Unit: Non-Academic/Non-Classified Service

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Job Code: N1770

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned instructor, assist in the implementation of educational programs, course experiences, and services that directly support students in achieving educational objectives; provide technical and clerical support.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of instructional methods and techniques; modern office practices, procedures, and equipment, including computer hardware and software; record-keeping techniques; and English usage, grammar, spelling, punctuation, and vocabulary. Ability to perform routine clerical duties; demonstrate interpersonal skills using tact, diplomacy, and courtesy; communicate effectively both orally and in writing; understand and follow oral and written directions; establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

### **TYPICAL DUTIES INCLUDE:**

- Assist in the implementation of educational programs and services.
- Score and record student assignments.
- Operate standard office machines and equipment, including computer hardware and software.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons..
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Duplicate, assemble, collate, and staple materials.
- Maintain records and files.