

VIDEO T.A. DUTIES & RESPONSIBILITIES

Recharge and Organize Batteries

Maintain Tech Storage Room

Check In & Out Equipment – Oversee Clipboard – REPORT ALL IRREGULARITIES

Verify Student Using Equipment has Paperwork in order (Permission Forms, Acknowledgement Form)

Make Copies / Run Errands

Assist New Students in Simple Set-Ups

Call for All Equipment at 7-Minute Bell

Organize All Equipment at End of Class

Help Push in Chairs/Tidy up at End of Class

DO NOT SOCIALIZE WITH STUDENTS