**Job Description**

**KwaZulu-Natal Department of Education Presidential Youth Employment Initiative - Basic Education Employment Initiative (PYEI-BEEI): Phase V**

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| |  | | --- | | **A. JOB DESCRIPTION FORM** |  |  |  | | --- | --- | | JOB TITLE: | Education Assistant: eCadre | | NAME AND SURNAME OF INCUMBENT |  | | SCHOOL NAME |  | | EMIS NUMBER: |  | | CIRCUIT: |  | | DISTRICT |  | | DESIGNATION OF SUPERVISORY POST | Principal/Delegated Official | | STIPEND | R 4030.00 less 1% UIF | | PERIOD START DATE: |  | | PERIOD END DATE: |  | |
| |  | | --- | | **B. JOB PURPOSE** |  * Provide ICT Technical support to teachers and learners * Update Operating System software and applications; * Support the Teacher in uploading educational applications and content on learners’ devices; * Responsible for charging and safe keeping of schools’ ICT equipment; * Support the teacher in creating interactive activities for learners; * Assist teachers to integrate ICTs in the classroom; * Support the teachers in schools when they implement coding and robotics curriculum; * Assist School administrators to capture learners’ information on the SA-SAMS/CEMIS platform; and * Assist learners and teachers to access online learning resources such as videos and Open Education Resources (OERs)  |  | | --- | | **C. KEY RESPONSIBITIES** |   **Before the lesson:**   * Check if all IT equipment are fully functional * Distributes ICT resources for use * Compile a register with serial numbers of the teachers and learners’ devices * Apprises the teacher of absence or any matter that warrants the teacher’s attention   **During the lesson:**   * Ensures that learners follow the teacher’s instructions. * Distributes IT equipment to be used learners during the lesson. * Establishes, where possible, problems that could be created by non-detection of learner challenges like poor vision or difficulty with hearing. * Observes and notes those learners that might be struggling during the lesson and brings them to the attention of the teacher. * Assists, monitors, and supports group activities.   **After the lesson:**   * Collects IT resource from the learners if applicable. * Check all the IT equipment are in good working order. * Notes the learners with content gaps for assistance during intervention classes. * Provides informal tasks/ remedial work/ home work for reinforcement |
| |  | | --- | | **D. KEY COMPETENCIES** |   Skills and competencies***:***   * Effective Communication * Interpersonal skills * Flexible and adaptable * Administration and Organisation * Problem Solving * Solution Driven   Qualifications:  ***Minimum Qualification***   * Grade 12 and passed IT as a subject or knowledge of IT * Having a qualification in IT OR a certificate course in IT (NQF level 6 and 7 is an added advantage)   ***Minimum requirements***  Proficient in-Home Language used at school and in the school’s Language of Learning and Teaching (LoLT) which may be English or Afrikaans   |  |  | | --- | --- | | **E. HOURS OF WORK** | | | Working Hours | 40 hours per week |  |  | | --- | | **F. JOB DESCRIPTION AGREEMENT: SIGNATURES** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME AND SURNAME IN PRINT**  **ASSISTANT** | | **SIGNATURE OF ASSISTANT** | **DATE** | | | **NAME AND SURNAME IN PRINT**  **MENTOR** | | **SIGNATURE OF MENTOR** | **DATE** | | | **NAME AND SURNAME IN PRINT**  **PRINCIPAL** | | **SIGNATURE OF PRINCIPAL** | **DATE** | | | SCHOOL STAMP | | | |