

## **TEACHER ASSISTANT**

Salary Grade 56

### **NATURE OF WORK**

An employee in this class provides support to the teacher in the instruction of students. A wide variety of tasks are performed to support the teacher in the teaching-learning process for students. The work is directed by specific instructions, precedents and established policy. Problems are solved through the exercise of judgement in selecting the best course of action to be taken. Errors are expected to be recognized promptly by the supervisor and corrected with little negative consequence. The work is performed under the limited supervision of the teacher and/or principal.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### Academic Assistance

- Gives group instruction as prescribed by teacher.
- Provides individualized instruction.
- Demonstrates various instructional activities.
- Monitors work assigned by teacher.
- Checks and corrects students' work while in progress.
- Keeps students on task.
- Praises and reinforces achievement of students.
- Reports student progress to teacher.

#### Instructional Preparation/Support

- Serves as substitute teacher.
- Arranges classroom furnishings and equipment.
- Prepares visual aids.
- Duplicates materials.
- Reorganizes materials at the end of day.
- Serves as proctor during testing.
- Attends workshops.
- Scores students' papers as instructed by teacher.
- Distributes and collects instructional materials.

#### Report And Records

- Checks and reports attendance.
- Enters data in health record.
- Records student behavior.
- Files data according to regulatory requirements.

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## **Teacher Assistant**

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#### **Monitoring Student Behavior**

- Supervises students in the classroom and other locations.
- Creates and distributes awards for positive behavior.
- Promotes student self esteem.
- Teaches citizenship, social skills and respect for others.
- Reconciles minor student conflicts.
- Participates in development of discipline policy.
- Disciplines misbehavior through approved methods.
- Reports discipline problems to teacher or principal.
- Reports to supervisor significant change or lack of change in student behavior.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of effective methods of dealing with children.
- Working knowledge of the core subjects at the grade level to which employment assignment is made.
- Some knowledge of the school organization and its community.
- Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages.
- Skill necessary to operate audiovisual equipment and common office machines.
- Skill to make learning aids which will strengthen lesson plans.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
- Ability to discern significant student behavior and refer this to the supervisor.
- Ability to impart information to the child's level of comprehension.
- Ability to apply impartially and consistently proper methods of recognition, reward and punishment.
- Ability to solve independently most minor problems.
- Ability to follow minimally detailed written and oral instructions without constant supervision.
- Ability to record and store data accurately.
- Ability to maintain confidentiality of student information

#### **SUGGESTED TRAINING AND EXPERIENCE**

Graduation from high school. Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position.

Such alternatives to the above qualifications as the local board may find appropriate and acceptable.

*This specification has been designed to represent the general nature and level of work found in positions in this class. As such, it is not intended to contain all of the duties and qualifications required of an employee in a single position (job). Consequently, it is not to be perceived as a position (job) description or as identification of essential functions as required by ADA.*