

Teacher Assistant Competencies

Statute Requirements: (GS 115C-307)

1. Maintaining good order and discipline in their schools;
2. Encouraging temperance, morality, industry and neatness;
3. Promoting the health of all pupils, and especially children in the first three grades, by providing frequent periods of recreation;
4. Supervising play activities during recess and encouraging wholesome exercises for all children;
5. Administering any medication prescribed by a doctor upon written request of the parents, giving emergency health care, and performing any other first aid or lifesaving techniques in which the employee has been trained;
6. Teaching as thoroughly as possible the areas they are required to teach; and
7. Entering actively into the plans of the superintendent for professional growth.

Teacher assistants shall demonstrate competency and knowledge in the following areas:

Documentation

- Clerical and technical skills necessary to assist the implementation of the program
- Skills to operate common office machines
- Ability to record health and student behavior data accurately according to regulatory requirements
- Ability to maintain confidentiality of student information
- Ability to correct and score students' work
- Ability to evaluate and report student progress to teacher
- Maintain classroom files and records
- Explain the importance of attendance reports and accurately report student attendance
- Collect and record money in accordance to established procedures

Computer Specialist

- Ability to ensure equipment is working properly
- Skill to perform disk backups as required
- Ability to train students to utilize hardware and software
- Ability to provide timely resolution of computer problems by providing answers or referral
- Knowledge to ensure teachers know how to use available software and hardware
- Skills to install new software
- General knowledge of computers and software packages
- General knowledge of related information technology devices

Health

- Ability to respond to minor physical needs of students with special needs such as toileting, diapers, and assisting students with personal hygiene
- Ability to respond to emergencies

Teacher Assistant Competencies (continued)

Instruction

- Demonstrate familiarity with NC Standard Course of Study
- Knowledge of the content of lessons before they are presented by the teacher
- Knowledge and skill to tutor students according to directions given by the teacher
- Ability to provide an evaluation to the teacher related to the behavior of and comprehension by the students
- Ability to monitor student behavior and learning activities and to keep student on task
- Knowledge of effective methods of enhancing children's working knowledge of the core subjects at appropriate levels
- Skills necessary to operate audiovisual equipment
- Skills 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 impart information to the child's level of comprehension
- Ability to follow minimally detailed written and oral instructions without constant supervision
- Considerable knowledge of correct English usage, spelling, grammar and punctuation
- Ability and knowledge to serve as substitute teacher
- Ability to arrange classroom furnishings and equipment
- Knowledge to prepare visual aids, reorganize materials at the end of the day
- Ability to serve as proctor during testing
- Knowledge to conduct group instruction as prescribed by teacher
- Knowledge to provide individualized instruction and demonstrate various instructional activities
- Ability to assist the teacher with planning and organizing, evaluating instructional activities, developing classroom procedures and preparing necessary materials

Discipline

- Ability to assist students with the understanding of rules and regulations, assists in maintaining cleanliness and neatness, and conducts self as a positive role model
- Ability to establish positive relationships with children
- Ability to assist in the implementation of behavior modification program
- Ability to supervise students in the classroom and other locations
- Ability to promote student self-esteem by praising the student for his or her achievement
- Skills necessary to teach citizenship, social skills and respect for others
- Ability to reconcile minor student conflicts
- Ability to participate in development of discipline policy
- Ability to discipline misbehavior through approved methods
- Ability to evaluate discipline problems and report significant problems and changes in student behavior to teacher and principal
- Knowledge of the school organization and its community
- Knowledge of expected behavior of children, that is, basic characteristics of ages and stages
- Ability to apply impartially and consistently proper methods of recognition, reward and punishment