



TEACHING ASSISTANT

Generic Job Description
March 13, 2006

General Description of Work

Assists professional school personnel in classrooms, educational programs, buses, lunchrooms, and other areas as needed. The teaching assistant works under the close supervision of a teacher, program leader or other professional. Class 1 Teaching Assistants typically work in regular education programs. Class 2 Teaching Assistants work in special education programs.

Duties

The listed examples may vary among the teaching assistant positions.

- Monitors student behavior in the classroom by observing and keeping records. Observes that students are paying attention to their work and completing their assignments. Makes calls to parents of absent students. Advises students and directs appropriate behavior. Reviews and corrects student work. Helps students with workbooks and other materials. Assists in keeping daily student records.
- Tutors students in reading, language arts, spelling, mathematics, social studies, and other subjects.
- Assists teachers with check-out and check-in of educational materials and consumables. Organizes and maintains instructional materials such as books, flash cards, blocks, clocks, and rulers. Sets up and takes down equipment used in class.
- Prepares, duplicates, and assembles materials for teachers and other professional staff. Does some light typing occasionally. Maintains displays and bulletin boards. Operates audio-visual equipment. Assists in program registration and fee collection. Files materials and answers telephones. Delivers messages and meals to rooms.
- Participates in physical education activities with students. Assists teachers with low-organized games.
- Helps load handicapped students into bus; locks wheelchairs into place; fastens seatbelts and/or shoulder harnesses. Helps with keeping order on bus. Maintains comfort and hygiene on bus. Assists in unloading bus; brings students into school building; takes students to proper classroom. Escorts students from bus to residence. These duties can take place within the school building, on the bus, on field trips or field experiences, and at play.
- Assists with planning parties and performing special projects
- Performs other related duties as assigned.

Class 2 Teaching Assistants perform some, or all, of these duties in addition to those listed above:

- Assists students in classrooms with feeding and toileting activities. Maintains toileting area and equipment. Sets up meal area and equipment.
- Arranges children's restraints.

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Duties (continued)

- Assists teachers in working with individual students in communications therapy, self-help activities and discipline.
- Disciplines students, gives time-outs, stops physical and argumentative fights. Assists with physical restraint and lock-up procedures.
- Chaperones field trips.

Both Class 1 and Class 2 Teaching Assistants may perform other similar tasks and duties as required. All Teaching Assistant positions may require bus duties.

Minimum Qualifications

One of the following:

- An AA, AS, AAS (or higher) degree, or
- Two years of study at an institution of higher education (60 semester or 90 quarter credits) which are applicable toward a bachelor's degree, or
- A passing score of 460 (or higher) on the ParaPro Assessment.

Knowledge, Skills and Abilities

- Basic skills in reading, writing and mathematics.
- Ability to develop good relationships with students and staff.
- Ability to be sensitive to the needs of others.
- Ability to relate to students with warmth, friendliness, and understanding.
- Basic skills in typing and duplicating may be required for some positions.
- Lifting may be required by some positions.
- Must be on time to the job everyday.

Other Requirements

- If assigned to a Special Education bus route(s), the following requirements must be completed within 30 days of being assigned to ride the bus, basic first aid, CPR and bus safety policies and procedures training. This required training will be offered by the District. Employees who have taken this training from the American Red Cross are required to show evidence of completion. It is required to repeat this training as necessary in order to remain certified.