CLASS TITLE: TEACHING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned manager, provide educational assistance to students enrolled in skills review classes; assist in the preparation of instructional materials and implementation of lesson plans.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide educational assistance to students enrolled in skills review classes; provide detailed instruction to students according to instructional plans provided by the Instructor including monitoring work, clarifying assignments, explaining subject material and advising students on study techniques.

Provide classroom and small-group instruction to students to assist students in developing an understanding and mastery of skills and concepts designed by the Instructor.

Assist in the preparation of instructional materials and implementation of lesson plans; assist in modifying instruction determined by the Instructor to meet the needs of the students.

Conduct learning activities developed to help students overcome severe educational deficiencies.

Orient and train students in the proper use of materials and technology; direct student progress through assigned programs.

Prepare and maintain class records related to attendance and other assigned activities.

Operate a computer and standard office equipment.

Assist in administering, proctoring, collecting, scoring and tabulating results of standardized and informal tests.

Inventory, store, and catalog various instructional materials.

OTHER DUTIES:
Maintain current knowledge of emerging technologies and apply knowledge to perform duties in an efficient, organized and timely manner.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
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Methods and procedures of preparing instructional materials.
Basic instructional methods and techniques for individual and small group work
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:
Provide educational assistance to students enrolled in skills review classes.
Assist in the preparation of instructional materials and implementation of lesson plans.
Learn District organization, operations, policies and objectives.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in related field and two years related instructional experience.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.