

Indian Diggings Elementary District
POSITION DESCRIPTION

Teaching Assistant

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| Responsible To: Superintendent | Unit: Series | Division: Classroom Operations |
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SUMMARY

Perform duties that are instructional in nature or delivers direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

NATURE AND SCOPE

The Teaching Assistant must discuss assigned duties with classroom teachers in order to coordinate instructional efforts, prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations. They present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or role-playing methods. They tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers. They supervise students in classrooms, halls, cafeterias, schoolyards, and gymnasiums, or on field trips.

ESSENTIAL TYPES OF DUTIES (Examples)

- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute tests and homework assignments, and collect them when they are completed.
- Enforce administration policies and rules governing students.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.

- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Participate in teacher-parent conferences regarding students' progress or problems.
- Plan, prepare, and develop various teaching aids such as bibliographies, charts, and graphs.
- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review.
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Take class attendance, and maintain attendance records.
- Assist in bus loading and unloading.
- Assist librarians in school libraries.
- Attend staff meetings, and serve on committees as required.
- Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.
- Collect money from students for school-related projects.
- Laminate teaching materials to increase their durability under repeated use.
- Maintain computers in classrooms and laboratories, and assist students with hardware and software use.
- Monitor classroom viewing of live or recorded courses transmitted by communication satellites.
- Operate and maintain audiovisual equipment.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Requisition and stock teaching materials and supplies.
- Type, file, and duplicate materials.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

QUALIFICATIONS

Knowledge and Skills:

Must have knowledge of the principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of learning effects, along with the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. The assistant should be skilled in teaching others how to do something and talking to others to convey information effectively. They should be able to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. They must be adept at selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things along with understanding written sentences and paragraphs in work related documents. They should actively looking for ways to help people and communicate effectively in writing as appropriate for the needs of the audience.

Abilities:

- 1) Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- 2) Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- 3) Speech Clarity -- The ability to speak clearly so others can understand you.
- 4) Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 5) Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- 6) Near Vision -- The ability to see details at close range (within a few feet of the observer).
- 7) Auditory Attention -- The ability to focus on a single source of sound in the presence of other distracting sounds.

Physical Abilities: Requires moderate walking and standing and lifting of light weight materials (less than 20 pounds). Requires sufficient arm, hand, finger dexterity to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience: High School diploma or equivalent required. Minimum of 3 years of responsible and varied secretarial and clerical or office management experience, preferably in a school district desired.

Licenses and Certificates: TB Test clearance, Criminal Justice Fingerprint clearance, and valid ARC First Aid Certificates.

Equal Employment Opportunity Employer

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted by the Board of Trustees: Pending