

TEACHING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position, which falls in the unclassified service, assists a certified school teacher by providing instructional and support services directly to students. The incumbent, depending on assignment, may perform such duties as leading small groups in exercises, reteaching or reinforcing concepts to individuals or groups, catching students up with the class after absences, leading computer labs, or assisting students with social adjustment to the school setting. This position differs from Teacher Aide by virtue of its direct contact with students in activities which are instructional, corrective or evaluative in nature. The work is performed under the general supervision of a certified school teacher or other professional staff.

TYPICAL WORK ACTIVITIES: (Taken from Chapter II, Commissioners Regulations (Education), §80.33) Under the general supervision of a licensed or certified teacher, a Teaching Assistant may be assigned by the Board of Education to assist teachers by performing such duties as:

1. Working with individual pupils or groups of pupils on special projects while the teacher is engaged in working with other pupils;
2. Providing the teacher with general information about pupils to aid the teacher in the development of appropriate learning experience;
3. Providing assistance in the development of instructional materials and aiding pupils to use available resources;
4. Utilizing their own special skills and abilities in such areas as foreign languages, arts, crafts, music, and similar subjects;
5. Supporting the teacher in providing an effective climate for learning;
6. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Awareness of classroom instructional techniques; awareness of the development and use of instructional materials; good knowledge of specific field where specialization is involved; working knowledge of current instructional resources; ability to maintain discipline in a classroom situation; ability to read and interpret complex written material; ability to instruct children in a classroom setting; ability to speak clearly with good diction; ability to write legibly; dependability; good judgment; patience; physical condition commensurate with the demands of the position.

RECOMMENDED QUALIFICATIONS:

Eligibility for certification as a Teaching Assistant as evidence by possession of a temporary license or continuing certificate. Possession of the license or continuing certificate at the time of appointment.

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