

**GENERAL DESCRIPTION OF CLASS**

The TEACHING ASSISTANT aids instructors in State institutions by assisting with the provision of cognitive and/or self-help skills, monitoring student behavior, and providing clerical classroom support.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1. Instructional Assistance.** Typical tasks: administers prepared lessons to small groups of students; administers a teacher prescribed program designed to increase student skills on a one-to-one basis; answers student questions concerning assignments; demonstrates and assists students in use of equipment and resources (e.g., reference materials, computer lessons, video viewers, tape recorders); assists the teacher in the provision of rhythm activities and physical education programs; provides individual and group activities to stimulate learning; teaches self-help, independent living and hygiene skills (e.g., dressing, grooming, making bed, cleaning kitchen, shopping); positions the physically handicapped as necessary to enhance instruction.
- 2. Behavior Observation.** Typical tasks: observes and records specific behavioral data, as instructed; monitors student classroom behavior in teacher's absence; observes students to assure orderly behavior in and passage to and from eating areas, hallways, and on playgrounds; accompanies students on field trips and outings to assure appropriate behavior.
- 3. Miscellaneous.** Typical tasks: takes roll and reports absent students; records information pertinent to students' transcripts (e.g., grades, credits earned, test scores); completes diplomas and certificates with correct name and information; completes student drop slips and keeps class roster current; assembles and arranges materials for bulletin boards and displays; files student records and classroom materials; scores quantitative tests and tabulates results; constructs instructional aids according to teacher request; assists students/children in preparation for naps; assists in serving and feeding meals and snacks; arranges for and operates video equipment; checks security locks and observes students for possession of contraband; cleans and dresses child/student/resident as necessary; prepares requests for library equipment and stockroom supplies; participates in in-service training.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have daily contact with school age children and/or with institutionalized students having mental, social, emotional, or physical handicaps to aid them in learning and observe and monitor their behavior.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from an Institution teacher, teacher supervisor or principal who assigns work verbally and in writing and reviews work in progress for timely completion and adherence to agency policies and procedures. Employees in this class follow Federal and State laws pertaining to student rights, and agency manuals and directives relating to policies and procedures for dealing with students in an effective and correct manner.

**GENERAL INFORMATION**

Positions in this class are primarily found in educational facilities that include institutionalized persons having mental, social, emotional, or physical handicaps and they require the willingness to work in the environment associated with the position's location and purpose.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Ability to work harmoniously with school age children and/or exceptional students of all ages and abilities.

Ability to explain and present ideas, orally and in writing, to others in a clear manner.

Ability to learn to operate instructional equipment.

Ability to perform routine record keeping tasks.

Ability to lift or carry with safety to aid the disabled students.

Some positions in this class may require one or more of the following:

Basic knowledge of specialized education, child or adolescent development.

Basic knowledge of subject matter related to a specific field such as reading, library usage, and math.

Ability to learn and use braille.

Ability to learn and use sign language.

Ability to participate in swimming program with students.

Ability to operate a motor vehicle.

**SPECIAL QUALIFICATIONS**

Some positions in this class may require the possession of an Oregon Driver's License valid for the class of vehicles used by the employing agencies.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.