Teaching Assistant

This position is assigned duties and responsibilities for providing assistance to teaching staff in standard academic or commercial programs, and to students in daily classroom activities or daily living skills.

**DUTIES & RESPONSIBILITIES:**

- Provides assistance to students in a group setting, or on an individual basis.
- Assist teaching staff with instruction.
- Types and copies materials for daily activities; assists in arranging and distributing material to students; assists with the operation of equipment used in the classroom by teaching staff and students.
- Provides physical assistance to students in moving from walkers or wheelchairs to classroom seating.
- Assist with maintenance of records and reports of attendance, activities and grades.
- Provides assistance to teaching staff in maintaining discipline and order in the classroom.
- Assists with classroom clean-up.
- Other duties as assigned and/or directed.

Incumbents should possess basic knowledge of reading, writing and arithmetic at a level sufficient to instruct secondary and adult students. Ability is required to maintain effective working relationships with others; to maintain discipline; to interact positively with staff and students; and to prepare instructional materials.

**Education and Experience** requirements consist of a High School Diploma or GED.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 05/13/2008