

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Teacher Assistant

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

Experience:

Working with school age groups in organizations such as Scouts, Church, YMCA and PTA and/or any successful job experience in similar fields.

Education:

Bachelor of Arts or Science Degree from an accredited college or university.

Credential:

Valid California Teaching Credential desired but not required.

### SUMMARY

Under the general supervision of the school principal and school project director and specific supervision of the classroom teacher is responsible for assisting in all phases of the classroom program with tasks assigned by the teacher so that students involved in the class may have a happy successful, satisfying learning experience. Serves as a substitute teacher on an as needed basis.

### SPECIFIC RESPONSIBILITIES

1. Provides remedial instruction under the supervision of the classroom teacher;
2. Supervises students during activities;
3. May dictate materials to students; reads to groups of students;
4. Supervises special student interest centers;
5. May write assignments on the board; prepare written assignments, correct papers;
6. May type materials and make bulletin boards; make teaching aids;
7. May take roll; make reports; post grades;
8. Serves as a teacher substitute when assigned;
9. Performs other related tasks as assigned.

### SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Basic concepts of child development and typical child behavior characteristics;
- appropriate human relations and student needs;
- duties and responsibilities of an instructional aide;

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04/26/00

Approved: August 10, 1982

- proper English usage, spelling, grammar and arithmetical concepts;
- routine filing and record keeping procedures.

Ability to:

- Demonstrate a patient, receptive and empathetic attitude toward children;
- communicate satisfactorily in oral and written form;
- type accurately, maintain files, operate all machines, ditto, mimeograph and other educational machines and equipment.

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Approved: August 10, 1982