



JOB DESCRIPTION

TEACHING ASSISTANT

QUALIFICATIONS:

Level I:

1. Graduation from a standard high school or possession of a high school equivalency diploma and knowledge in a particular field where specialized duties are involved.
2. Successful completion of NYSED Assessment of Teaching Assistant Skills (ATAS) Exam.
3. Child Abuse identification Workshop.
4. School Violence and Prevention Workshop.
5. Dignity for All Students Act Workshop.

Level II: (Added to the Above Requirements)

1. Hold a Level I Teaching Assistant Certificate.
2. One Year TA Experience.
3. (9) Approved College Credit Hours (9 Total Hours).

Level III: (Added to the Above Requirements)

1. (9) Additional Approved College Credit Hours (18 Total Hours).
2. It is the District's expectation that all Teaching Assistants reach Level III status within 5 years of being hired.

CERTIFICATION: Certification required as a Level I, Level II, Level III, Pre-Professional, Temporary, or Continuing teaching assistant certificates.

RESPONSIBLE TO: Building Principal

JOB GOAL: Teaching assistants provide instructional services to students under the general supervision of a licensed or certified teacher.

GENERAL RESPONSIBILITIES:

- A. Coordinate work based learning experiences for students who would like to obtain a CDOS credential.
- B. Facilitate and/or coordinate professional development for parents, community members, administrators and other stakeholders on careers and work based learning programs.
- C. Connect students to interested career opportunities and coordinate learning opportunities for students on-and-off campus and foster leadership opportunities through community partnerships and work-based learning programs.
- D. Collaborate with staff and postsecondary institutions to develop and maintain career pathways which prepare students for apprenticeships, community college, or university degree programs.
- E. Supervise and monitor students in work, internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support, and track appropriateness of workplace conditions.
- F. Support and partner with school counselors as students complete Individual Career and Academic Plans. Schedule appointments with students to assist on work based learning and career planning.
- G. Monitor and assist in the maintenance of required documentation for registered apprenticeships and WBL experiences. Collect and submit participant data or reports on scheduled deadlines in required format.
- H. Respond to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- I. Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences, registered apprenticeships, industry certifications, and concurrent enrollment support.
- J. Work and partner with local businesses and industry on implementing work based learning and internship opportunities for students.
- K. Provide resource materials and support when needed, research relevant and current community resources; provides outreach and share resource materials at trainings.
- L. Participate in and encourage parent involvement in school programs, parent trainings, and events; make presentations at teacher/support staff workshops and parent trainings.
- M. Attend and participate in meetings, training and conferences as assigned.
- N. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- O. Individual and/or small group case management for students and families to ensure effective wrap-around services and support.

TERMS OF EMPLOYMENT: 10 months – 186 days.

Starting Salary: Level I: 60% of step one teacher salary schedule

Level II: 65% of a step one teacher salary schedule

Level III: 70% of step one on teacher salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____