

**CODE: 44001 (TEMP/HOURLY 74001)**  
**UNIT: White Collar**  
**GRADE: 2**  
**FLSA: Non-Exempt**

**CLASSIFICATION TITLE**  
TEACHER ASSISTANT

**SUMMARY**

Assists teachers in performing their classroom teaching responsibilities.

**MINIMUM REQUIREMENTS**

Speak, read and write in English.  
One year of experience working with youth.  
High School Diploma or G.E.D.

**PREFERRED REQUIREMENTS**

Associate's (or higher) degree OR  
60 Semester-Hour credits from an accredited institution OR  
AZ Dept. of Education-approved Academic Assessment Test

Related training or education

**ADDITIONAL REQUIREMENTS AFTER HIRE**

Copy of diploma, transcript or test results must be submitted at time of hire.  
FBI fingerprint background check (at employee's expense).  
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

**ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them. May also assist students in the use of the English language.

Under the teacher's supervision, develops and implements lesson plans and instructs students in subjects such as creative writing, handwriting, art, language arts, social studies and math in accordance with the curriculum guide.

Assists teacher in arranging students into cooperative reading groups. Coordinates a group discussion of a story and encourages all students' participation. Reinforces the development of comprehension, vocabulary and pronunciation skills.

Assists teacher in developing lesson plans for students. Implement instructional games in areas such as spelling or math to reinforce lessons. Prepares supplies and materials needed for lessons.

Scores tests, workbooks, book reports, assignments and homework in accordance with teachers answer key. Records grades and scores in teacher's grade book or by computer entry.

Orders instructional supplies and materials and maintains the classroom inventory. Maintains student files.

Arrange field trips for students. Contacts parents to participate and arranges for transportation. Also collects money and records amount received.

Perform clerical functions such as typing, filing, laminating and copying

Compile an honor roll report and assists in the preparation of report cards for distribution. Assist teacher in the administration of tests. Translates tests. Arrange and participate in teacher/parent/staff conferences to review student's progress.

Assist students with special projects such as computer lab, cooking and sewing.

Assists students in developing their library skills in areas such as how to research, how to use the card index and how to check out a book.

### **MARGINAL FUNCTIONS**

Prepare bulletin boards of current events and prepares display of students' works and achievements. Decorates classroom with appropriate themes during the school year.

Takes attendance. Prepare the hot lunch count of students and records amount of money received for lunch. Inform Food Service personnel of number of students ordering hot lunch.

Monitors student behavior in class. Assists teacher in disciplining students for misconduct in accordance with the Student Code of Conduct.

Arrange student learning centers for children in appropriate grade areas.

Attend and participates in instructional workshops and in-services to improve methods of instruction and performance in the classroom.

### **MENTAL TASKS**

Communicates. Comprehends. Reads to children. Evaluates written material.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Utilizes office equipment such as typewriter, copier, and computer.

### **WORKING CONDITIONS**

Indoors. Classroom, library, lunchroom environment. Outdoors. Playground.  
Exposure to noise.

### **CONTROL, SUPERVISION**

Monitor students indoors and outdoors.