

(Labor)

DISTINGUISHING FEATURES OF THE CLASS

The work involves the performance of one or several duties which are not part of the teaching function but are essential to the teachers ability to carry out their directive of imparting knowledge to children. This class may act as a integral part of a team approach to the educational process supporting the Teacher/Teacher Assistant by performing support service in areas of clerical duties, monitoring and attending to the students physical needs. Such a class can exist in both the regular classroom structure or within various special education programs. The class does not teach nor reinforce concepts taught by the Teacher.

The employee is dependent upon the direction and/or request of the teacher to render the service. The normal activities of this class are outlined in some details by the teacher allowing for little independence action by the employee. No supervision is exercised by this class over other employees but may require the monitoring of students in class, study, lunch and recess activities in an adult to child roll. Does related work as required.

TYPICAL WORK ACTIVITIES

Performs a variety of clerical duties for one or several teachers such as typing test and study materials from teacher drafts, types letters to parents from the teacher concerning their child's status, need for conferencing, may schedule meetings for teachers.

Dependent upon grade or age level of student, may monitor student activity in other than the educational process e.g. oversee students during play activities.

May maintain class records on students for the teacher.

Attends to physical needs of students and/or assist student with special needs.

Keeps simple records such as recording grades or completion of homework assignments as directed by teacher.

Assists teacher in routine classroom preparation duties, such as making student folders, making charts, schedules, posters and bulletin boards at the direction of teacher.

Helps teacher to set up classroom by distributing and/or gathering materials and setting up equipment.

Assists teachers in demonstrating the proper use of vocational tools and equipment.

Corrects standardized objective tests.

Supervises and monitors class when teacher is out of room.

Relieves teacher of study hall, corridor, lunchroom and other monitorial duties.

Helps maintain discipline and structure within the classroom.

Makes photocopies of materials for classes and lessons.

Provides a good example to students as in the areas of cleanliness and proper manners.

Assists teacher by helping students to stay focused, pay attention and participate by reminding students to listen when the teacher is giving directions.

Assists in routine classroom housekeeping chores.

Organizes and participates in group games and related activities.

Reads and tells stories to children.

Assists in implementing good behavior management routines and techniques.

Takes attendance and lunch counts.

Assists teachers in helping students prepare for dismissal by helping students gather belongings.

Escorts students to and from buses, classrooms, bathroom and lunchroom.

May assist teacher in proctoring tests.

May assist teachers and students in selecting materials in the library.

May assist teachers and students in computer operation.

May write down homework and take class notes for students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of basic clerical skills.

Ability to establish good relationships with the students and teachers.

Ability to read and write.

Ability to maintain discipline.

Ability to follow written and oral instructions.

MINIMUM QUALIFICATIONS

None.

NOTE: THIS POSITION IS NOT DESIGNED TO REPLACE CLERICAL POSITIONS SUCH AS TYPIST, STENOGRAPHER OR CLERK. IT IS NOT DESIGNED TO ASSIST A TEACHER IN THE TEACHING PROCESS, THIS IS RESERVED FOR TEACHING ASSISTANTS. SEE SEC. 80.33 RULES OF THE BOARD OF REGENTS AND REGULATIONS OF THE COMMISSIONER OF EDUCATION.

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