TEACHER ASSISTANT (CTE)

Purpose Statement
The job of Teacher Assistant (CTE) was established for the purpose/s of providing support to the Career and Technical Education program within assigned classroom with specific responsibility for working with individual and/or small groups of students in a specialized area; and providing clerical support to teacher/s and staff.

This job reports to Career & Technical Teacher & Principal

Essential Functions

• Adapts classroom activities, assignments and/or materials for the purpose of supporting and reinforcing classroom objectives in assigned CTE field.

• Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.

• Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

• Communicates with Lead Teachers and Supervisor for the purpose of assisting in evaluating students progress.

• Implements CTE programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.

• Instructs students, individually or in small groups, with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals.

• Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.

• Monitors individual and/or groups of students in a variety of CTE settings for the purpose of providing a safe and positive learning environment.

• Performs general clerical tasks (e.g. student attendance records, requisitions for supplies, making copies, etc.) for the purpose of helping the teacher get instructional materials ready.

• Supports Lead Teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.
ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience  Job related experience is required.
Education  High School diploma or equivalent.
Equivalency  None Specified

Required Testing  None Specified
Certificates & Licenses  None Specified
Continuing Educ. / Training  None Specified
Clearances  Criminal Justice Fingerprint/Background Clearance

FLSA Status  Non Exempt
Approval Date
Salary Grade