job description
June 2016

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

TEACHER ASSISTANT I & II - STUDENT SERVICES

General Purpose:
A Teacher Assistant I & II - Student Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher Assistant I & II - Student Services provides support to assist certificated staff with instruction and other duties.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:
- Assists with the guidance and supervision of students' classroom activities.
- Assists students in their arrival and departure from school.
- Checks students' progress.
- Provides individual assistance with work assignments.
- Prepares instructional materials and assists staff with the development of lesson plans.
- Administers and corrects tests.
- Assists with the evaluation of student performance and development.
- Observes student behavior to identify potential problems.
- Maintains classroom discipline and security.
- Prepares, issues and collects classroom supplies and materials.
- Assists with maintaining classrooms and other areas in a neat and orderly condition.
- Performs a variety of general classroom assistance work.
- Receives and inventories materials, supplies and equipment.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
- Must have access to reliable transportation for travel to school sites throughout the county.

Education:
- High School diploma or equivalent.

Experience:
Teacher Assistant I - Student Services
- Paid or volunteer experience with students with special behavioral problems.

Teacher Assistant II - Student Services
- One year of work experience comparable to that of a Teacher Assistant I - Student Services with PCOE and completion of 24 semester units of childhood development or closely related courses. Up to six units of extracurricular courses sponsored by PCOE may be substituted for six of the 24 units.

Or
• Three years of work experience comparable to that of a Teacher Assistant I – Student Services with PCOE and completion of 12 semester units of childhood development or closely related courses. Up to three units of extracurricular courses sponsored by PCOE may be substituted for three of the required 12 units.

Or

• Five years of work experience comparable to that of a Teacher Assistant I – Student Services with PCOE.

Knowledge, Skills, and Abilities:

Teacher Assistant I - Student Services
- Knowledge of needs and behaviors of students with various cultural backgrounds.
- Knowledge of general first aid and CPR.
- Knowledge of materials and equipment used in teaching.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Ability to perform a variety of typing and general office assistance duties.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to use office equipment including computer terminals, telephones, calculators, copier and facsimile.
- Ability to maintain confidentiality to protect privacy of students, families and staff.

Teacher Assistant II - Student Services
In addition to the above:
- Comprehensive knowledge of the specific behavior patterns, problems and needs of students in classes to which assigned.
- Knowledge of effective instructional methods and techniques specifically applicable to students in programs to which assigned.
- Ability to effectively apply specialized training, education, and work experience in working with the students.
- Ability to work independently with guidance.

Required Testing:
- Pass proficiency exam meeting the requirements of No Child Left Behind. (requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST)

Certificates & Licenses:
- Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.
- Must currently have or must obtain CPR/First Aid certification within 30 days of employment.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office or classroom environment, continuous contact with staff, and representatives of other agencies.
Physical Requirements:
- The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Teacher Assistant I: 18.5
Teacher Assistant II: 20.5

Reviewed and Approved:

Supervisor: __________________________ Date: 6/17/16

Human Resources: ______________________ Date: 6/17/16