

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4419

TEACHING AIDE I

Abolished Effective February 10, 2006

Definition: Under the direction of an assigned supervisor, monitor and perform routine duties to assist in the individualized or group instruction of students in development of learning skills. Duties may include developmentally disabled, retarded, or sensory handicapped students within and outside the classroom.

Distinguishing Characteristics:

Positions in this class are distinguished by assisting the supervisor by absorbing most of the routine and menial tasks involved in assisting students requiring individualized and group instruction.

Typical Work:

Assist supervisor in classroom work, field trips and any other duties called for by the supervisor;

Assist handicapped students to and from their living quarters to the classroom;

Assist in the classroom with self-help needs;

Assist supervisor in administering standard tests to students;

Supervise and help with vocational training activities and maintain discipline while the supervisor gives individual attention to those students needing individual attention;

Guide students in selected phases of group therapy;

Assist in setting up required equipment and tools in accordance with lesson plans;

Maintain files on individual students' progress;

Perform related duties as required.

Minimum Qualification:

High school graduate. Six months applicable experience may be substituted for educational requirement.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 12-14-73