

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4420

TEACHING AIDE II

Abolished Effective February 10, 2006

Definition: Assist with individualized and group instruction of students in the reading, study skills, or other instructional laboratories and areas.

Typical Work:

Assist instructor in lecture periods and use of the equipment in laboratories and instructional classes;

Administer standardized tests to students; score tests and record results for analysis;

Maintain files on individual students progress; review daily work of students; conduct individual student conferences as necessary;

Supervise and instruct student assistants in the operation and maintenance of study skills equipment; operate equipment such as: controlled readers, shadow scopes, language master, typewriter, and other office and business machines;

Catalogue equipment and supplies for easy acquisition; re-order supplies as necessary;

Perform related duties as assigned.

Minimum Qualifications:

Two years of college, or applicable work experience.

Examination Requirements:

The examination (including written, E & T and oral components) will consist of a scored evaluation of the applicant's course work in psychology and/or education; knowledge of or ability to learn the use of study skills equipment; ability to assist or learn to assist with individualized group instruction in a reading and study skills laboratory; and personal qualifications related to the ability to perform the duties of Teaching Assistant. The examination may be given and scored by an examining panel.

New Class: 1-3-73

Revise Title: 12-14-73