



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEACHER ASSISTANT II	25	E	5.167
TEACHER ASSISTANT I	23	E	5.166

SERIES CONCEPT

Assist academic students in accomplishing educational objectives by: providing instructional assistance on a one-to-one basis or in a formalized classroom or lab setting to include interacting with students to answer questions; clarifying assignments, practicing skills, and demonstrating the use of lab equipment or instructional aids; observing students in order to evaluate students' comprehension of the material; and discussing student progress with the instructor.

Assist instructor by requisitioning and arranging lab materials and equipment, monitoring safety and sanitation procedures, troubleshooting and maintaining equipment, and participating in constructing lab experiments and presenting classroom demonstrations.

Assist instructors in assessing, monitoring and measuring level of achievement on objective assignments or tests; compare student answers with a key that contains the correct answers; discuss the process the student followed to arrive at their answer and then communicate an explanation of the correct process to students.

Assist instructors in preparing and organizing classroom materials which includes typing and/or compiling course outlines, assignment sheets, and supplemental instructional materials; preparing student folders; establishing and maintaining files; inventorying and ordering supplies in order to ensure required materials are available and easily accessible.

Create and maintain student files by recording attendance; grades; completed assignments; anecdotal records; results of developmental screenings; written observations and other approved forms of documentation in order to establish accurate records of each student's academic progress and attendance.

May supervise student workers by providing training and work assignment and review.

Perform related duties as assigned.

CLASS CONCEPTS

Teacher Assistant II: Under general supervision, incumbents perform the duties in the series concept and in addition, perform duties such as obtaining supplemental texts and materials, developing or adapting instructional materials, and assessing subjective assignments and tests which requires independent judgment, a greater knowledge of the subject matter and frequent application of related theoretical knowledge to a wide variety of situations. This is the advanced journey level in the series.

Teacher Assistant I: Under supervision of an instructor or department head, incumbents provide instructional assistance to students and perform the duties described in the series concept. Incumbents apply practical knowledge of the subject matter to various situations, objectives are prescribed, and standards for taking action are well established. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * College transcripts must be submitted with the application.

INFORMATIONAL NOTE:

- * Applicants for positions functioning as a Teacher Assistant in an occupational/industrial area may substitute one year of full-time journey level experience in the relevant trade/occupational area for 60 semester hours of education.

TEACHER ASSISTANT II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or vocational school which must have included 15 semester hours directly related to the area of specialization plus one year of work experience in an instructional environment directly related to the area of specialization; **OR** graduation from high school and 15 semester hours directly related to the area of specialization plus two years of work experience in an instructional environment directly related to the area of specialization; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: subject matter for assigned instructional area. **Ability to:** analyze student needs and determine which instructional materials and teaching techniques will maximize students' potential; compare and evaluate students' work and make judgments when standards are not available for reference; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: adapt forms, procedures, or methods to accommodate new or unusual circumstances; exchange ideas, information, and opinions with instructors and jointly arrive at decisions concerning courses and students.

TEACHER ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 6 semester hours in the required area of specialization plus one year of work experience which included public contact and which is directly related to the area of specialization; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: safety and sanitation regulations and procedures and the proper use of classroom/lab equipment. **General knowledge of:** subject matter for assigned instructional area. **Ability to:** write instructional materials and correspondence using correct grammar, spelling and punctuation; speak on a one-to-one basis or to groups using appropriate vocabulary and grammar to explain course work and procedures, and answer questions; accurately record information such as grades and attendance information; accurately file or retrieve records; encourage and motivate students to complete class work and continue working towards completing their educational goals; perform effectively while simultaneously assisting different students performing multiple tasks; work independently with minimal direction; learn new material by taking classes and individual study in order to remain current on course material, which changes regularly; work as a team with instructors in classes; provide basic first aid in case of student injury until medical providers can be summoned; interact diplomatically with students and co-workers in a job which requires continuous public contact; work with students from a variety of social, cultural, economic and educational backgrounds to explain course work; answer questions; and demonstrate the use of equipment.

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MINIMUM QUALIFICATIONS (cont'd)

TEACHER ASSISTANT I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: subject matter for assigned instructional area. **General knowledge of:** instructional methods and techniques; the resources, services, organization and function of various divisions of the agency; agency policies and procedures. **Ability to:** compare and evaluate students' work according to prescribed standards; operate a variety of equipment pertinent to the job assignment such as photocopiers, personal computers, audio-visual equipment, lab equipment, and tools and machinery; foster a stimulating, accepting learning environment; inventory supplies, anticipate future needs, and complete order forms.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:

8/3/72

3/13/90PC

REVISED:

6/29/73

7/1/91P

7/6/90PC

REVISED:

6/7/77

REVISED:

7/18/78-3

REVISED:

5/20/88-3

REVISED:

12/9/88-3

REVISED:

3/13/90PC

REVISED:

7/1/91P

7/6/90PC

REVISED:

2/18/11PC

2/18/11PC