

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEACHING ASSOCIATE-GENERAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide supplementary instruction for students as part of classroom teaching team; tutor individual or small groups of students in need of additional assistance in reading, writing, mathematics or science.

ESSENTIAL FUNCTIONS:

Tutor individual or small groups of students in need of additional assistance in reading, writing, mathematics or science as directed by a certificated teacher.

Provide small group instruction as part of classroom teaching team.

Assist with instruction in computer lab or classroom.

Work closely with parents to extend what students learn at school into the home.

Assist parents with school involvement and participation as required.

Assist with monitoring of student attendance and behavior.

Coordinate clerical assistance for programmatic needs.

Assist students with improving their academic achievement by providing general guidance, proper examples of self-esteem, emotional support, and a friendly attitude.

Coordinate inventory and distribution of textbooks, supplementary materials and audio-visual equipment.

Operate a variety of classroom and office equipment, including computer and copy machine.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.

Child guidance principles and practices.
Basic instructional methods and techniques.
Curriculum, goals and objectives of the department.
Basic computer operation.
Operation of standard office and classroom equipment.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by a teacher.
Perform a variety of clerical duties in support of classroom activities.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide accurately.
Maintain routine records.
Learn District organization, operations, policies and objectives.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate a variety of office and classroom equipment including a computer.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to assist students.
See to read a variety of materials and monitor student activities.
Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school; two years of post secondary training desired.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of Instructional Assistant Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.