

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TEACHING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide individual and group instructional services in a subject area; prepare, distribute and discuss grades and examinations with students; provide complex clerical assistance to the teaching staff.

REPRESENTATIVE DUTIES:

Provide individual and group instructional services in a subject area; assist or tutor an individual or small groups of students in a specific subject area; distribute instructional materials; answer student questions regarding individual lessons. *E*

Prepare students to test in a variety of subjects; type, distribute and grade tests according to established procedures; record test scores; review tests with students; assist instructors with the administration of assessment and placement tests. *E*

Advise students on ways to improve academic performance and related topics for achievement in the Center. *E*

Perform a variety of clerical duties including preparing, typing and duplicating instructional materials; maintain student files; prepare and proofread tests from rough draft or verbal directions. *E*

Answer telephones; take and relay messages; provide information and assistance to students; refer student to appropriate personnel. *E*

Calculate and record grade cards and incomplete grade notices; send appropriate notices to students as needed. *E*

Maintain student attendance records including assigning attendance numbers, processing attendance forms with the attendance office, posting weekly attendance reports and maintaining the course roll book. *E*

Maintain instructional supply inventory; order supplies as needed; recommend equipment or repair as necessary. *E*

Participate in the development and testing of computer programs; modify programs to assure the needs of the Math Learning Center are met. *E*

Operate a variety of audio-visual, office and instructional equipment including a computer; perform minor troubleshooting to audio-visual, office and instructional equipment as necessary. *E*

Provide assistance to students having difficulty logging onto computers.

Attend a variety of meetings, workshops and in-service training programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

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

Basic record-keeping techniques.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

Basic instructional methods.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic math.

Subject matters related to the assignment.

Operation of audio-visual and instructional equipment including a computer.

ABILITY TO:

Apply and explain policies, procedures, rules and regulations.

Understand and explain department and program objectives and goals.

Assist teachers with a variety of programs.

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Answer telephones and greet the public courteously.

Operate a variety of audio-visual, instructional and office equipment including a computer.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree supplemented by course work in education or a related field and two years tutoring experience in an educational setting and/or in a subject related to the assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time

spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 3 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 g. Ability to bend and twist.
- 1 h. Ability to lift 10 lbs.
- 1 i. Ability to carry 10 lbs.
- 4 j. Ability to operate office equipment.
- 3 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.