

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

Class Description

TEACHER ASSISTANT – DEGREE TRACK – NEW (0953)
TEACHER ASSISTANT – NON-DEGREE TRACK (0954)
TEACHER ASSISTANT – DEGREE TRACK – CONTINUING (0955)

Job Purpose

Provide instructional support and assistance to teachers and other certificated personnel.

Responsible to

An assigned teacher or other certificated personnel and school principal or designated administrator in charge.

Functions

Essential Functions

1. Assists teachers or other certificated personnel in preparation for, carrying out, and following up on instruction to individual or small groups of students as assigned; may also assist with instructional materials, audio-visual equipment, and the maintenance of student records.
2. Assists teachers, school administrator and staff with maintaining control of assigned classes to ensure a suitable learning environment, both in classrooms and on school grounds.
3. May be assigned limited responsibility to teach specific subject matter, in which the teacher assistant has special skills or training, to a small group of students, under the immediate supervision of a teacher or other certificated personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education and Experience

1. Possession of a high school diploma or GED.
2. All teacher assistants must meet one of the following requirements:
 - a. Possession of an earned Associate of Arts (AA) degree or higher from a recognized college or university
OR
 - b. Have a passing score on the *Instructional Assistance Test*
OR
 - c. Completion of 60 semester units or 90 quarter units from a recognized college or university and have a passing score on the *District Proficiency Test*.
3. All Teacher Assistants are, on a continuing basis, required to be enrolled in, and successfully complete, college courses as described below.
 - a. Degree Track: A minimum of 12 college semester units (or equivalent quarter units) must be successfully completed each school year. The unit must be in courses leading toward a baccalaureate degree and a teaching credential.

- b. Non-Degree Track: Enrollment in a college course at all times during the September-June school year. Such coursework must be successfully completed and result in receipt of college unit or credit.

NOTE: Enrollment must be in a participating accredited public or private college, university, or community college at the time of employment approval, as well as during the period services are rendered as a Teacher Assistant. Enrollment during the previous semester or quarter qualifies for an assignment during the summer.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
2. Ability to properly use and to care for teaching materials, supplies, and equipment.
3. Appropriate appearance and cleanliness.
4. Commitment to the education of students.
5. Appropriate manner, including poise, tact, and use of good humor.
6. Oral and written communication skills.
7. Ability to work effectively with all racial, ethnic, language, disability, and socioeconomic groups.

Health

Evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Certification

1. A certificate authorizing service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. New employees must demonstrate proficiency in basic reading, writing and mathematics in accordance with Education Code Section 45344.5.

Distinguishing Characteristics

1. Non-Degree Track (0954): is an employee hired prior to January 28, 1991, with no break in service with the District; eligible to accrue two paid non-working days per school year; eligible to qualify for the classified bilingual salary differential for speaking, reading, and writing.
2. Degree Track (0955): is a Non-Degree Track employee who chooses and qualifies for Degree Track status; is eligible to accrue eight days of paid time off per school year; is eligible to seek the classified or "A" level of bilingual salary differential; will benefit from experience credit in seeking future employment as a District teacher; and is eligible to apply for a one-time 5% salary increase.
3. Degree Track-New (0953): is an employee hired, or rehired, after January 28, 1991.

NOTE: A teacher assistant shall not be allowed multiple assignments in any related classified classroom assignment such as Education Aide III or Instruction Aide. Teacher assistants may, however, serve in temporary unclassified positions such as Out-of-School Program Helper (8486) or School Supervision Aide (8447).

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT

NOVEMBER 2010

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