

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3972200

Teaching Assistant, Grade 9

Brief Description of Class

Teaching Assistants provide direct instructive services to students in a formal education program within the framework of specific instructions from a fully qualified teacher or instructor. Incumbents assist professional staff by performing a variety of educational tasks which do not require mastery of the subject matter, or the skill level required of a fully qualified teacher or instructor.

Teaching Assistants work with diverse groups of students that have broad ranges of social and academic backgrounds, interests, physical and/or developmental disabilities, and/or mental illness. Positions are classified in agencies that have formal education programs, such as the Office of Children and Family Services, Department of Corrections and Community Supervision, and Office of Mental Health.

Distinguishing Characteristics

Teaching Assistant: paraprofessional; reporting to a Teacher or instructor title, performs instructional and educational support tasks that are either routine, or directly observed by professional education staff.

Related Classes

Teachers utilize professional training and experience to plan lessons and curricula and instruct and evaluate the performance and progress of students in State education programs.

Vocational Instructors utilize professional and practical training to plan lessons and instruct and evaluate students in vocational and trades specialties.

Illustrative Tasks

Using techniques and lesson plans developed by teachers, instructs students individually or in groups.

- Verbally presents subject matter to students, with a concern for their special talents, interests, individual learning styles, and learning pace.
- Maintains control of the teaching environment, and if necessary, requests assistance by following facility policy; assists teachers with overall management of the education environment.
- Responds to questions concerning subject matter and refers students to appropriate source material or to a teacher for answers.
- Ensures instruction is delivered consistent with students' Individual Education Programs (IEP) and goals.

Assists teachers by guiding individuals or small groups through learning activities. Activities are routine and are designed to reinforce subjects previously presented by a teacher.

- Explains activities to students and demonstrates techniques and methods to accomplish activities.
- Observes and listens to students performing activities.
- Assists students who require assistance by referring them to subject matter previously taught, or by advising students on appropriate techniques and methods.

Administers, proctors, and corrects both standardized tests and specifically prepared tests by teachers for the purpose of evaluating students' abilities and progress.

- Administers and scores standardized tests to measure student achievement levels, and/or progress in learning specific subjects.
- Maintains order during testing and ensures a distraction and disruption-free testing environment.
- Provides corrected tests and scores to teachers with comments on students' behavior and effort displayed during instruction or testing periods.

Sets up and operates teaching equipment, including overhead projectors, televisions, computers, tablets, digital whiteboards, digital versatile discs, and equipment necessary for vocational or trades instruction; assists students with operation of equipment.

Attends education department, staff, and treatment planning meets to share information on students' progress, and to learn about areas of focus for students.

May perform cleaning and minor routine maintenance of mechanical equipment used for vocational and trades instruction, such as cleaning, oiling, and changing belts.

May facilitate distance learning activities and assist teachers in maintaining order in digital teaching environments.

May accompany students on field trips and to special activities, guiding students to reinforce formal instruction.

Communication

Teaching Assistants engage in frequent face-to-face oral communications with students in a group, or on an individual basis for the purposes of communicating instructions, reinforcing prior lessons, and providing special help to students having difficulty with specific subject matter. Teaching Assistants receive oral and written information from students that must be addressed, provide oral and written evaluation reports to teaching staff, and participate in meetings involving curricula and student progress. Positions may also participate in treatment team meetings for the purposes of assessing and modifying individuals' educational programs, at the direction of a teacher.

Supervision Exercised

Teaching Assistants are supervised by a professional educator who provides specific oral and written instructions, observes incumbents' performance, and evaluates the performance of instructional and educational support tasks. Instructional tasks are performed within the framework of plans developed by teachers responsible for specific courses of instruction.

Minimum Qualifications

Teaching Assistant

Open Competitive: Possession of a current Level III Teaching Assistant Certificate or a current Pre-Professional Teaching Assistant Certificate issued by the New York State Education Department.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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