

**CLASSROOM TEACHING ASSISTANT - ACE**

**REPORTS TO:** ACE Program Director

**BASIC FUNCTION**

To instruct, assist and supervise students in specific programs and working with individuals and/or small groups.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Implement instructional plans and programs for assigned students, under the general direction of classroom teacher(s), working with students in specific program areas.
- Adapt general classroom material/methods as appropriate to meet the needs of students in consultation with classroom teacher(s).
- Assist with administering tests to individual or small groups of students.
- Develop, compile and organize appropriate instructional materials, with teacher guidance.
- Instruct students in computer skills, such as basic typing/keyboard skills, use of word processing programs, and the like. Adapt computer instruction methods and materials to meet student needs.
- Implement behavior management plans for individual students.
- Supervises student(s) when the teacher is absent from the room for short periods.
- Play a key role in evaluating students' progress, problems and needs, developing formats for student instruction and teaching strategies, and so forth. Conduct task analysis on student performance.
- Correct papers, record grades and gathers a variety of data related to student performance.
- Make photocopies, order supplies, and perform related office work.
- Process routine communications, such as permission slips, meeting reminders, staff meeting notes, and the like.
- Assist with special events, field trips, etc.
- Additional duties as assigned.

**SUPERVISION RECEIVED**

Moderate to minimal supervision is received from a classroom teacher, or other senior staff member.

**QUALIFICATIONS**

Bachelor's degree in education or other appropriate discipline, or high school degree plus four years of directly related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- One year of directly relevant experience desirable and possibly required.
- Relevant experience working with children/adolescents.
- Good understanding of standard classroom operations and teaching methods.
- Good basic teaching skills.
- Strong reading, writing and math skills; demonstrated mastery of academic subject matter being taught to students. Relevant training/experience pertinent to computer instruction curricula.
- Ability to show patience, respect and compassion in working with students.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.