
NO RTEC JOB SPECIFIC SKILLS COMPETENCY

Updated 10/10/00

TEACHER AIDE I (Teacher Assistant, Paraprofessional)

DOT: 099.327-010 / O*Net-SOC: 25-9041.00 SVP 6

Job Description: Performs instructional duties and other general and routine tasks to assist teaching staff of public or private elementary or secondary school. *Physical Demands:* Mildly active w/light lifting, carrying, or moving (up to 20 lbs); *General Educational Requirement:* R4 M3 L4; *Aptitudes:* Average General Learning Ability, Verbal, Numerical, Clerical Perception, Spatial, Form Perception, Motor Coordination, Finger Dexterity, Manual Dexterity, and Color Discrimination. *Note: California does not have established reading, language and math proficiency certification requirements for general teacher aides. Such proficiency requirements are left to the discretion of the employer.*

CORE SKILL COMPETENCIES/INDICATORS:

1. Can pass proficiency test in reading, language and math, as mandated by employer. (S) *Note: If this is a mandatory item , it will require achievement documentation, not just rating (Pre-test deficiency = No; Post-test proficiency = Yes)*
2. Can demonstrate and apply knowledge of the organizations programs, policies, and procedures. (IN, S)
3. Can demonstrate and apply knowledge of organizational safety standards. (IN, S)
4. Can demonstrate and apply knowledge of legal and regulatory requirements pertaining to student confidentiality. (IN, S)
5. Can demonstrate ability to assist staff in planning curriculum, preparing lessons and other instructional material according to achievement levels of the students. (IN, I, S)
6. Can demonstrate ability to prepare, develop, and utilize various teaching aids, such as toys, books, charts, and graphs. (R, IN, I, S, T)
7. Can demonstrate ability to present or reinforce subject matter to students in a variety of methods and techniques such as lecture, discussion, and supervised role playing. (R, IN, I, S, T)
8. Can demonstrate ability to prepare, administer, and grade student examinations. (R, IN, I, S)
9. Can demonstrate ability to assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts. (R, IN, I, S)
10. Can demonstrate ability to properly confer with parents on students progress, maintaining friendly and courteous dialogue. (IN, I, S)
11. Can demonstrate proper procedures used to take class attendance and maintain class attendance records. (IN, S)
12. Can demonstrate ability to supervise students in class, playground, cafeteria, and hallways, and handle students behavioral problems as needed. (R, IN, I, S)
13. Can demonstrate ability to assist in library, including helping students locate and check library materials in and out, filing materials on library shelves, and notifying students of overdue books. (R, IN, I, S)
14. Can demonstrate ability to operate classroom equipment (e.g., VCR, audio-visual equipment, cassette recorder, computer, and copying machinery). (R, S, T)
15. Can demonstrate ability to prepare appropriate lesson outline and plan in assigned teaching area and submit outline to teacher for review. (R, IN, I, S)
16. Can demonstrate ability to perform routine clerical /recordkeeping tasks as needed. (R, IN, I, S, T)
17. Can demonstrate ability to assist in developing displays for bulletin boards, walls, and other areas. (R, IN, I, S, T)

18. **Can demonstrate proper procedure used to requisition teaching materials and stockroom supplies. (R, IN, S, T)**
19. **Can demonstrate and apply knowledge of basic first aid and/or CPR. (IN, I, S)**
20. **Can demonstrate ability to perform a variety of duties, changing from one task to another of a different nature without loss of efficiency or composure. (R, I, S, T)**