



TEACHER/GENERAL ASSISTANT – ABE/GED® PROGRAM

GENERAL RESPONSIBILITIES

This position is responsible for working as instructional support to aid teachers in the daily management and instruction of students; performing clerical and instructional tasks to relieve teachers of routine activities and helping to carry out daily classroom activities. The work involves observing and reporting on the behavior and learning of students, and the position may be assigned to a special classroom or a computer learning center/lab, to closely monitor the needs of students.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Follow instructional schedule developed by personnel working with assistant.
- Reinforce skills taught by the classroom teacher to small and large groups.
- Assist with instructional activities.
- Help students with special assignments or academic problems.
- Work with groups of assigned students.
- Encourage safety, work, and study habits.
- Assist with daily routine tasks, such as taking attendance, reviewing student's work, etc.
- Prepare instructional materials as requested.
- Proctor testing required for student placement, progress checks, and/or to assess GED® test readiness.
- Perform designated learning tasks with students, going over lessons, topics, and exercises; demonstrate or explain lessons, ask questions, and prompt students for answers; use supplementary learning materials and aids.
- Maintain student records, and classroom supplies.
- May work with students requiring individual or close attention.
- Assist in fire drill and other building security procedures as requested
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the practices, methods and techniques used in classroom teaching; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; skill in the use of classroom and instructional equipment; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with teachers, students and associates.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 8/99, 7/20
-------------------------	-------------------------