

# Teacher Assistant

## Job Description

### Position Information

Position Title	Teacher Assistant
Position Number	PSYCSUPP01*515
Department	Psychology-Preschool
Reports to (Title)	Director/Lead Teacher of the Preschool

### Seated Employee

Employee First Name

Employee Last Name

**Job Summary**  
In three to five sentences, please briefly describe the job’s primary purpose to the department.

Job Summary	The teacher assistant will assist with the overall operation of the preschool laboratory. He/she will interact with 3, 4 and 5 year old children, their parents, and student staff. He/she will help plan and implement curriculum, be prepared and certified to operate the preschool program when the director / lead teacher is not on the premises.
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### Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Associate’s degree or equivalent from two-year college or technical school
If a specific degree, certification, license, or registration is necessary, please list.	n/a
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Three years or more
Preferred Qualifications	Trainings required by Dept. of Human ServicesTrainings in early childhood selected by director
FLSA Category	Non-Exempt
Staff/Faculty	Staff
Employment Status	Part-Time
Employment Category	Temporary
Essential Staff (emergency	No

situations)?

On-Call?

No

### Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

#### Responsibility

- Assist with the supervision and implementation of daily preschool instructional and care activities, including but not limited to, aiding children's transition to school, preparing snack foods, assisting children with curricular goals, conducting large motor activities • Assist with the gathering curricular materials • Assist with greeting families upon daily student arrival and departure • Assist with supervision of and model professional conduct for college student workers within the classroom

#### Percentage Of Time

85

#### Responsibility

- Maintain professional demeanor in interactions with others that involve the preschool facility and/or program • Attend and/or with assist preschool family home visits • Attend and/or assist with parent-teacher conferences • Assist with the effective and professional communication with preschool student's parents/guardians

#### Percentage Of Time

5

#### Responsibility

- Attend and engage in weekly meetings of the professional preschool staff

#### Percentage Of Time

3

#### Responsibility

- Engage in continuing educational opportunities at the local, state, or national level

#### Percentage Of Time

3

#### Responsibility

- Assist with record keeping of daily attendance, snack, and student activities

#### Percentage Of Time

2

#### Responsibility

- Assist faculty and college student researchers with the implementation of their work

#### Percentage Of Time

2

### General Responsibilities

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- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

### Supervisory Responsibilities

Does this job have supervisory responsibilities? No

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

### Supervision Received

Select the level of supervision that this position receives from their supervisor.

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

### Computer Operations

Please check one of the following

Basic personal computer skills including electronic mail, word processing, etc.

### Travel

Please check one of the following

No travel required.

### Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

**Mental/Cognitive Requirements**

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

<b>Analyzing information or data</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Effective communication skills</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Composing &amp; comprehending communication materials</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Establishing effective interpersonal relationships</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Adjusting to changes (work load, environment, department structure, etc.)</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Using logic to define problems, collect information, establish facts, draw valid conclusions, etc</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Making decisions of moderate to substantial consequence</b>	None
- Essential or Marginal?	Marginal
<b>Performing mathematical calculations</b>	None
- Essential or Marginal?	Marginal
<b>Editing reports or technical materials</b>	None
- Essential or Marginal?	Marginal
<b>Planning and organizing (work load, schedules, events, etc.)</b>	None
- Essential or Marginal?	Marginal
<b>Handle stressful, emotional and/or frustrating situations</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Working with numerous distractions</b>	Over 2/3
- Essential or Marginal?	Marginal
<b>Working under a time pressure and within timelines/deadlines</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Coordinating work with others</b>	Under 1/3

- Essential or Marginal?	Marginal
Handling multiple assignments and priorities	Under 1/3
- Essential or Marginal?	Marginal
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	1/3 to 2/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	1/3 to 2/3
Communicate or exchange information	1/3 to 2/3
Detect specific flavors or odors	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	1/3 to 2/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Over 2/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without)	None

assisted device)

Please check one of the following

Moderate physical activity performing somewhat strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply.

Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

### Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	Under 1/3
Extreme cold (non-weather)	Under 1/3
Extreme heat (non-weather)	None
Outdoor weather conditions	Over 2/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

### Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

## Position Documents

No documents have been attached.