

DUTY STATEMENT

CURRENT
 PROPOSED

1. POSITION INFORMATION	
Classification Teaching Assistant	Working Title Teaching Assistant
Employee Name	Position Number 194-761-6400-001
Facility/Unit N.A. Chaderjian High School	Supervisor's Name
Bargaining Unit R20	Supervisor Classification Supervisor of Correctional Education Programs
Work Location NACHS/N.A. Chaderjian YCF/Stockton	Tenure/Time Base Permanent Term/Full-Time
Updated: 6/25/2020	
2. REQUIREMENTS OF POSITION	
Check all that apply:	
<input checked="" type="checkbox"/> Requires Fingerprint/Background Check	<input checked="" type="checkbox"/> May be Required to work at multiple location
<input checked="" type="checkbox"/> Requires Tuberculosis Testing	<input checked="" type="checkbox"/> Travel up to: <u>10%</u>
<input type="checkbox"/> Requires Pre-Employment Physical	<input type="checkbox"/> Supervisory
<input type="checkbox"/> Requires Conflict of Interest Filing (Form 700)	<input type="checkbox"/> Other (specify):
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the direct supervision of the office of the Principal, maintains order and supervises the conduct of youthful offenders; protects and maintains the safety of persons and property in the performance of the following areas:	
Percentage of Duties	Essential Functions
40%	Under the supervision of a special education practitioner or other teacher, provide instructional support to students; assist in program and curriculum presentation, and assist in assessment of the student.
30%	Assist with enforcement of classroom rules; maintain classroom procedures, encourage learning with a positive attitude; assist when required in classroom discipline and control of students and enforce all institutional and Education Services Branch rules, policies and procedures.
15%	Correct and grade student work in the core subject area and supplemental content areas; assist with program maintenance; assist in the compilation of required documents and reports where necessary, including upkeep of student files and records in accordance with Individual Education Plans (IEP) as appropriate, and assist in the ordering of equipment, texts, materials and supplies.
10%	Participate in meetings, training sessions and programs of the department; evaluate own need for professional development, attend conferences, workshops and participate in other committees.
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.

4. SIGNATURES

Employee's Statement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date