



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Teaching Assistant, School for the Deaf				Teaching Assistant	
BRANCH					
Building Educational Success Together Branch					
DIVISION				OFFICE	
State Special Schools and Services Division				California School for the Deaf, Riverside	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R20	2		205-101-8246-900	Riverside	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
N/A		Limited Term (LT)		Intermittent	Yes
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
In-Office		Yes		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the direction of the Early Childhood Education (ECE) Principal, the Teaching Assistant assists classroom teachers in the conduct of lessons, instructional programs, and other classroom activities, including program and curriculum presentation to students, administration and correction of tests and related classroom activities; tutors students; attends to children's physical needs in the classroom; assists in supervising children on campus and on educational field trips; confers as needed with teachers concerning programs and materials to meet student needs; files and stores materials as directed; and does other related work.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The Teaching Assistant reports directly to the ECE Principal and receives direction from the teachers.					
SUPERVISORY RESPONSIBILITIES					
Teaching Assistants exercise direct and indirect supervision responsibilities of all students at all times.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
Works in classroom and in other areas on campus such as yard areas, cafeteria, bus areas, etc. Requires the use of a personal computer and other standard office equipment. Must have the ability to communicate effectively with students, parents, all all levels of staff. Must be able to use Crisis Prevention/Intervention Techniques.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Instruction:**

Work under the guidance and supervision of the teacher following instructions to work with students in accordance with the teacher's daily lesson plans.

This would include work with students in small group lessons, for individual instruction and large group instruction. Instruction may occur on campus or in the community. May provide assistance in data collection for student progress.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Materials Preparation:**

Assist in the preparation of graphic and written materials indicated by the teacher and/or supervisor and operate computers and classroom equipment.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Supervision:**

Assist in the supervision and escort of students around the campus.

Confers with teachers as needed to meet student needs.

Relative % of Time Required: 10	☒ Essential Function ☐ Non-Essential Function
Duties Performed	
Professional Participation: 1. Participate in recommended CSDR staff development activities, conferences, and workshops; attend scheduled staff meetings, department meetings, and CSDR Program activities as required; promote the CSDR program through public relations activities sponsored by the department; assist with staff development activities as required by the principal to develop/implement program improvement plans.	

Relative % of Time Required: 5	☐ Essential Function ☒ Non-Essential Function
Duties Performed	
Other duties: Assume adjunct duties as assigned, to include supporting a student's personal care routine (toileting, diapers, etc).	

Relative % of Time Required:	☐ Essential Function ☐ Non-Essential Function
Duties Performed	

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The employee understands and adheres to all policies and procedures related to Mandated Reporting of Suspected Child Abuse.

Knowledge of: Child guidance principles; personal and social problems of children; principles and techniques of directing children's group activities.

Ability to: Communicate effectively at a level necessary for successful job performance.

PERSONAL CONTACTS**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor