California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☐PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Teaching Assistant	High School Teaching Assistant

BRANCH: Special Schools Services Divison

DIVISION	OFFICE
State Special Schools and Services	California School for the Deaf, Fremont

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R20	SE		204-103-8246-005	Fremont, CA

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	Yes

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

The Teaching Assistant reports to the High School Administrative Principal; supports the school's vision, mission, policies, goals, and expected school-wide learning results; assists high school teachers by preparing instructional materials for classes; assists individual students with completing projects/class assignments; edits students' written assignments and provides feedback to students regarding syntactical structure and correct grammar; grades assignments; operates computers, printers, scanners, video recorders, digital cameras and copiers; assists in the supervision of educational field trips; files and stores materials as directed; assists teachers in planning for special events.

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 will work under the direct supervision of the High School Administrative Principal and receive daily assignments from High School teachers.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The High School Teaching Assistant works in classrooms, laboratories, workshops, and other instructional environments with exposure to noise, dust, fumes, copying equipment, laptop, and varying temperatures, and requires the ability to stand, walk, bend, stoop, reach, use technology equipment safely, maintain sufficient physical mobility, manual dexterity, visual and auditory ability, and lift and carry materials and equipment weighing up to 25 pounds.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 45%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Works with students in all phases of instruction in the high school classes as directed by the high school teachers.

Assists students in completing assignments; edits student work; provides feedback to students regarding syntactical structure and correct grammar or mathematical/scientific problem-solving.

Monitors students to make sure they are producing quality work. Emphasizes quality of work to students.

Corrects/grades student work as assigned by the teacher.

Assists in supervision of students in the classroom, between classes, at lunch, and in other areas as assigned.

Manages behavior problems using Crisis Prevention Intervention (CPI) principles. Reports inappropriate behavior and follows reporting guidelines.

Relative % of Time Required: 30%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Assists teachers in lesson preparation. Creates materials & obtains materials and resources as directed by the teacher. Assists teachers in developing instructional materials used for classwork, projects, homework, quizzes and final examinations.

Operates computers, printers, scanners, video recorders, digital cameras, and copiers and assists students when using technology as necessary.

Assists teacher in planning field trips and contacting guest speakers/demonstrations.

Meets established deadlines.

Relative % of Time Required: 15%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Sets up the classroom environment and instructional technology. Organizes, distributes or collects books and other learning materials and school supplies; assists in preparation and/or production of teaching materials as directed by the teacher. Cleans up after activities. Creates bulletin boards.

Organizes, files, maintains records, and distributes books and/or other learning materials and school supplies per the direction of the teacher in each class. Collects/inventories books and supplies. Assists in preparation and/or production of teaching materials selected by the teachers. Creates bulletin boards.

Assists the teacher in setting up and maintaining a clean and orderly classroom environment. Attends to the maintenance and care of equipment. Cleans up after activities.

Relative % of Time Required: 10%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Attends selected faculty meetings, departmental meetings and other meetings as assigned, participates in workshops for professional growth.

Assists the principal and office staff with special projects, events, and activities. Interprets or facilitates meetings.

Performs other duties as assigned

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

Duties Performed

Supports the school's vision, mission, policies, and goals. Communicates the school's mission and the department's annual goals to others and integrates supportive activities into the program. Supports the effort to create a school culture and climate conducive to learning. Uses ASL at all times; communicates with students, staff, and parents in ASL and English regarding school related information and interprets and/or facilitates communication at meetings as necessary. Displays knowledgeable perspective of Deaf culture when interacting with others. Displays proficiency in ASL and English. Displays knowledgeable multicultural perspective and sensitivity. Communicates effectively, cooperatively, promptly, and respectfully with students, staff, parents, and visitors from the community. Develops a positive rapport with all constituents. Demonstrates awareness of confidentiality of information. Assumes responsibility for the safety of students/self and follows identified procedures when students/self are injured. Follows attendance procedures when a student is missing. Learns and adheres to school policies and procedures. Makes reasoned decisions related to job responsibilities. Displays mature judgment and the ability to exercise flexibility and individual initiative. Seeks and accepts help to improve job performance. Serves as a model for students and staff in appearance, dress and professional conduct/work ethics. Attends state-mandated trainings such as Crisis Prevention Institute training, defensive driving, and blood-borne pathogens.

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

Duties Performed

Meets objectives established at previous performance evaluation or goals established with supervisor. Transports students safely in school vehicles when necessary. Reports to supervisor immediately information about child abuse, illegal activities, or a student confiding a desire or plan to harm self or others. Performs all services in a manner free from race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation bias. This position is designated as safety sensitive and is subject to reasonable suspicion drug and alcohol testing.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to work independently and cooperatively with others; demonstrate good working skills, maintain confidentiality and exercise good judgment.

By signing this duty statement, the employee understands and adheres to all policies and procedures related to Mandated Reporting of Suspected Child Abuse and Dependent Adult Abuse.

PERSONAL CONTACTS

The incumbent will have contact with all levels of staff, students, parents, and external agencies.

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