

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
TEACHER ASSISTANT – DEGREE TRACK (0953)
TEACHER ASSISTANT – NON-DEGREE TRACK (0954)

Job Purpose

Provides instructional support and assistance to teachers and other certificated personnel.

Responsible to

An assigned teacher or other certificated personnel and school principal or designated administrator in charge.

Subordinates

None

Functions

Essential Functions

1. Assists teachers or other certificated personnel in preparation for, carrying out, and following up on instruction to individual or small groups of students as assigned; may also assist with instructional materials and audio-visual equipment.
2. Assists teachers, school administrator and staff with maintaining control of assigned classes to ensure a suitable learning environment, both in classrooms and on school grounds.
3. May be assigned limited responsibility to teach specific subject matter, in which the teacher assistant has special skills or training, to a small group of students, under the immediate supervision of a teacher or other certificated personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education and Experience

1. Possession of a high school diploma or GED.
2. All teacher assistants must meet one of the following requirements:
 - a. Possession of an earned Associate of Arts (AA) degree or higher from a recognized college or university
OR
 - b. Have a passing score on the Instructional Assistance Test and the District Proficiency Test
OR
 - c. Completion of 48 semester units or 72 quarter units from a recognized college or university
3. All Teacher Assistants are, on a **continuing basis**, required to be enrolled in, and successfully complete, college courses as described below.
 - a. **Degree Track**: A minimum of **12 college semester units** (or equivalent quarter units) must be successfully completed **each school year**. The unit must be in courses leading toward a baccalaureate degree and a teaching credential.
 - b. **Non-Degree Track**: Enrollment in a college course at all times during the September-June school year. Such coursework must be successfully completed and result in receipt of college unit or credit.

NOTE: Enrollment must be in a participating accredited public or private college, university, or community college at the time of employment approval, as well as during the period services are rendered as a Teacher Assistant. Enrollment during the previous semester or quarter qualifies for an assignment during the summer.

Certification

1. A certificate authorizing service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. New employees must demonstrate proficiency in basic reading, writing and mathematics in accordance with Education Code Section 45344.5.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
2. Ability to properly use and to care for teaching materials, supplies, and equipment.
3. Ability to work collaboratively with teachers and staff.
4. Ability to support organization core values of caring, respect, integrity, high expectations, being student driven, and valuing diversity.
5. Oral and written communication skills.
6. Ability to work effectively with all racial, ethnic, language, disability, and socioeconomic groups.

Health

Evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Distinguishing Characteristics

1. Non-Degree Track (0954): is an employee hired prior to January 28, 1991, with no break in service with the District; eligible to accrue two paid non-working days per school year; eligible to qualify for the classified bilingual salary differential for speaking, reading, and writing.
2. Degree Track (0953): is an employee hired, or rehired, after January 28, 1991.

NOTE: A teacher assistant shall not be allowed multiple assignments in any related classified classroom assignment such as Education Aide III or Instruction Aide. Teacher assistants may, however, serve in temporary unclassified positions such as Out-of-School Program Helper (8486) or School Supervision Aide (8447) for a combination of no more than 8 hours.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH