

EDITED KSAPC LISTING

CLASSIFICATION: Teaching Assistant, Correctional Facility

NOTE: Each position within this classification may perform some or all of these KSAPCs.

| KSAPC Statements | |
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| Knowledge of: | |
| K1. | Basic knowledge of the purposes of the California Department of Corrections and Rehabilitation to maintain a positive, safe and secure learning environment. |
| K2. | Basic knowledge of classroom activities (e.g., tutoring, individual/group presentations, testing, record keeping, etc.) to assist the teacher in the classroom setting. |
| K3. | Basic knowledge of standard office equipment (e.g., computers, telephone, printer, etc.) to effectively complete work assignments. |
| K4. | Basic knowledge of reading (e.g., vocabulary, comprehension, fluency) to assist students in completing their classroom assignments. |
| K5. | Basic knowledge of mathematical computations (e.g., multiplication, division, algebra etc.) to assist students in completing their classroom assignments. |
| K6. | Basic knowledge of grammar and writing structures (e.g., sentence, essay, punctuation) to assist students in completing their classroom assignments. |
| K7. | Basic knowledge of technology (e.g., video projector, television, educational software, etc.) to assist students in accessing their educational program(s). |
| K8. | Basic knowledge of standard professional conduct in order to successfully perform job duties. |
| K9. | Basic knowledge of cultural differences in order to interact with diverse populations. |

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| Ability to: | |
| A1. | Communicate verbally and in writing at a level necessary to successfully perform duties. |
| A2. | Perform basic mathematic computations (e.g., multiplication, division, algebra etc.) to assist students in completing classroom assignments. |
| A3. | Give effective directions in a classroom setting to assist the teacher. |
| A4. | Maintain accurate student records to ensure compliance with state and federal mandates, departmental policies, and procedures. |
| A5. | Write reports to ensure compliance with state and federal mandates, departmental policies, and procedures. |
| A6. | Analyze situations and take appropriate action to maintain a safe and secure environment in compliance with departmental policies and procedures. |
| A7. | Follow oral/written directions to effectively execute assigned duties. |
| A8. | Learn electronic word and data processing systems used for computer based instruction of students to complete assigned duties and record keeping. |
| A9. | Communicate (listen and speak) effectively to gain the interest, respect, and cooperation of students to support academic and Career Technical Education (CTE) learning. |
| A10. | Read silently and orally at a level necessary to support student success. |
| A11. | Promote positive student behavior, social development, and group responsibility to ensure a safe learning environment for students. |
| A12. | Adapt and remain resilient in stressful situations. |
| A13. | Develop and exercise critical thinking to enhance learning and problem solving. |
| A14. | Collaborate and contribute as an active team member to promote a positive working environment. |

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| <i>Personal Characteristics:</i> | |
| PC1. | Understanding of students residing in a State correctional facility. |
| PC2. | Willingness to work with students residing in a State correctional facility. |
| PC3. | Empathetic and objective understanding of the unique challenges of inmates/youthful offenders in custody. |
| PC4. | Patience. |
| PC5. | Willingness to work impartially with students of various cultural backgrounds. |
| PC6. | Willingness to work with students with disabilities (e.g., learning, emotional, physical, etc.) |
| PC7. | Willingness to work with English Language Learners (ELL). |
| PC8. | Willingness to work in conjunction with a variety of job classifications within a correctional facility. |
| PC9. | Willingness to learn and grow within your environment. |
| PC10. | Personal and professional integrity. |