

EDITED TASK LISTING

CLASSIFICATION: Teaching Assistant, Correctional Facility

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

Task Statements	
1.	Assists the classroom teacher in program and curriculum presentation to students, conducting lessons, assessments (e.g., end of the chapter progress and English Learner assessments, etc.), student test correction, computer assisted instruction, and other classroom activities to increase student learning as outlined by the assigned teacher or supervisor on an ongoing basis.
2.	Tutors students individually and in groups in academic and vocational [Career Technical Education (CTE)] subject areas to meet their educational goals utilizing the adopted curriculum as outlined by the assigned teacher or supervisor on an ongoing basis.
3.	Compiles required documents and progress reports for the classroom teacher or supervisor to provide current data instrumental in the development of instructional planning utilizing standard office equipment (e.g., computer, printer, scanner, etc.) on a quarterly basis.
4.	Maintains routine student records (e.g., portfolios, classroom work, classroom file, etc.) to ensure compliance with relevant departmental policies and education codes utilizing standard office equipment as outlined by the assigned classroom teacher or supervisor on a weekly basis.
5.	Grades objective student examinations (i.e., multiple choice, true/false, fill-in-the-blank) to support student progress and mastery of course curriculum and standards utilizing office/classroom equipment (e.g., calculator, computer, printer, etc.) under the guidance of the assigned classroom teacher or supervisor.
6.	Operates audio-visual equipment (e.g., television/monitor, computer, interactive white board, etc.) to enhance instruction and/or training of students, in accordance with -safety requirements, departmental policies and regulations under the guidance of the assigned classroom teacher or supervisor.
7.	Confers with teachers and other staff concerning program materials necessary to meet students' needs utilizing training, individualized student data, effective communication skills, professional knowledge, etc., on an ongoing basis.
8.	Prepares graphic and written teaching materials for teachers to support the adopted curriculum and promote student learning utilizing computer, appropriate software, printers, etc. in accordance with the Departmental Operational Manual (DOM).
9.	Files and stores materials (e.g., curriculum, student work, student reports, etc.) as directed by the assigned teacher or supervisor to ensure safety, security, and confidentiality utilizing secured resources (e.g. shared digital file, locking cabinet, archive files etc.) in accordance with departmental policies.
10.	Assists the classroom teacher in classroom management in order to maintain a safe and secure learning environment utilizing written rules, oral direction, and proximity, etc. as required by departmental policies and procedures.
11.	Maintains order and supervises the conduct of students to ensure a safe and secure learning environment utilizing effective communication, written rules, oral direction, and proximity, etc. as required by departmental policies and procedures.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Protects and maintains the safety of persons (e.g., staff, inmates/youthful offenders, the public, etc.) and property to ensure a safe and secure learning environment utilizing effective communication, vigilance, and written rules as required by departmental policies and procedures.
13.	Inspects premises (i.e. work area) for contraband (e.g. weapons, illegal drugs, electronic devices, etc.) to ensure a safe and secure environment utilizing accountability tools (e.g., inspection logs, tool and equipment inventory, etc.) per departmental policy and procedures.
14.	Controls all classroom materials and equipment which may be used as potential weapons to ensure the safety and security of all persons utilizing visual observation, organizational skills, inventory checklists/logs, etc. on a daily basis.
15.	Participates as a team member in education program evaluation for the purpose of ensuring the effectiveness of school programs toward accreditation utilizing Professional Learning Communities (PLC), trainings, and workshops, etc. on a continuous basis.
16.	Participates in educational activities (e.g., graduation ceremonies, committees, literacy programs, etc.) designed for students to support and enhance existing education programs utilizing subject matter expertise, communication skills, interpersonal skills, etc., as needed.
17.	Assists with maintaining the security of the institution (e.g., alarms, locks, padlocks, keys, etc.) while in the classroom and on institutional grounds to prevent escapes, injury to students, and the destruction of property utilizing personal vigilance, due diligence, laws, rules/regulations on a daily basis.
18.	Participates as a member of multi-disciplinary team(s) [e.g., Individual Education Plan (IEP)/Individually Tailored Education Plan (ITEP), Inter-Disciplinary Treatment Team (IDTT), etc.] in an effort to fulfill court mandates, specialized treatment requirements, institutional mission, etc., utilizing subject matter expertise, data analysis, observational skills, collaborative skills, etc., as necessary.
19.	Supervises inmate/youthful offender clerks, tutors, and aides in their identified duties (e.g., distributing classroom supplies/materials, peer mentoring, providing individual support, etc.) utilizing departmental policies, DOM, California Code of Regulations-Title 15 on a continuous basis.
20.	Attends required training (e.g., legal mandates, teaching techniques, etc.) to remain current on developments in education utilizing department resources, Internet/Intranet resources, outside agencies and organizations, etc. as directed.
21.	Attends professional development training (e.g., conferences, seminars, workshops, etc.) to enhance knowledge and skills related to assigned duties utilizing departmental and external resources as needed.

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22.	Attends in departmental training [e.g., In-Service Training (IST), staff development, On the Job Training (OJT), etc.] to remain current and compliant with departmental policies, procedures and expected practices as required.
23.	Instructs students in the use of technologies (e.g., computers, educational software, electronic devices, adaptive devices, etc.) to make subject matter accessible and meaningful utilizing training, communication skills, legal mandates, etc., under the guidance of the assigned classroom teacher or supervisor.
24.	Supports students in the use of educational materials and resources (e.g. adopted curriculum, supplemental curriculum, etc.) to meet standards-based goals and objectives utilizing appropriate teaching methodologies, (e.g., scaffolding, differentiation, pacing, etc.), accommodations and modifications, as needed.
25.	Collaborates with the classroom teacher to provide input on student progress to interdisciplinary teams utilizing visual observation, student work product, communication skills, student records, etc., under the direction of the assigned classroom teacher or supervisor.
26.	Supports the process for developing and implementing the High School Graduation Plan (HSGP) for students in order to promote continued progress toward their stated goal(s) utilizing communication skills, teaching strategies, student records, etc., under the direction of the assigned classroom teacher or supervisor.
27.	Supports the process for students earning a High School Diploma/GED in their progression toward educational goals and success utilizing communication skills, teaching strategies, rigor and relevance, etc., under the direction of the assigned classroom teacher or supervisor.
28.	Provides compensatory or continuing educational services for students restricted from attending class (e.g., lockdowns, illnesses, etc.) to provide a continuum in the education process utilizing curriculum resources, student records, communication skills as required by state and federal mandates, departmental policies.
29.	Communicate effectively with students to promote positive behavior utilizing cultural awareness, interactive teaching methodologies, interpersonal skills, etc. as stipulated by departmental policies.
30.	Assists the classroom teacher in tracking attendance for enrolled students to maintain accountability utilizing the Strategic Offender Management System (SOMS) or Ward Information Network (WIN) in accordance with departmental policies.
31.	Address student behavioral issues to promote academic, social, and personal growth through progressive practices (e.g., effective communication, positive behavioral intervention strategies, appropriate documentation and reporting, etc.) under the guidance of the assigned classroom teacher or supervisor.

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32.	Assists students in participating with the rehabilitation process to prepare students for successful socialization and/or reintegration utilizing transition/life skills classes and programs on an ongoing basis.