

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Children's Teacher Aide

SERIES NO.:

1811

MAJOR AGENCIES: Youth Services, Blind School,
Deaf School, Veterans' Children's Home, Millcreek Children's
Psychiatric Center**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the children's teacher aide occupation is to provide assistance to the teacher(s) of students (i.e., 18 years of age & under) who are institutionalized or visually or hearing impaired, in classroom academics & vocational education.

At the first level, incumbents conduct group activities. At the second level, incumbents assist teacher in preparing for lesson plans. At the third level, incumbents tutor & counsel students & monitor students for teacher.

Note: Teacher aides shall at all times be under the direction and supervision of a teacher. Duties shall not include assignment of grades or administration of corporal punishment, nor shall classification be used for positions outside classroom.

CLASS TITLE:

Children's Teacher Aide 1

CLASS NUMBER:

18111

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of agency, state & federal laws, policies & procedures governing classroom requirements, activities, child & abnormal psychology & classroom safety practices in order to assist teacher of students (i.e., 18 yrs. of age & under) who are institutionalized or visually or hearing impaired & conduct group activities such as games.

CLASS TITLE:

Children's Teacher Aide 2

CLASS NUMBER:

18112

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency, state & federal laws, policies & procedures governing classroom requirements & activities, child & abnormal psychology & classroom safety practices in order to assist teacher of students (i.e., 18 yrs. of age & under) who are institutionalized or visually or hearing impaired by assisting in preparing for lesson plans.

CLASS TITLE:

Children's Teacher Aide 3

CLASS NUMBER:

181137

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The advanced level class works under general supervision & requires considerable knowledge of agency, state & federal laws, policies & procedures governing classroom requirements & activities, child & abnormal psychology & classroom safety practices in order to assist teacher in preparing for lesson plans, tutor & counsel students (i.e., 18 yrs. of age & under) & monitor students for teacher (i.e., for brief periods of time; teacher aide will not teach during absence of regular teacher).

CLASS TITLE: Children's Teacher Aide 1	CLASS NUMBER: 18111	BARGAINING UNIT: 04
--	-------------------------------	-------------------------------

EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists teacher of students (i.e., 18 years of age & under) who are institutionalized or visually or hearing impaired in classroom academics & vocational education, conducts group activities such as games, escorts students to & from classroom & on field trips, works with students in areas of motor development, socialization, self-help, self-maintenance & communication & utilizes visual aides such as word or sign boards.

Provides physical & health care to students (e.g., prepares snacks & meals; feeds, cleans, changes diapers & clothing; monitors naps & rest periods).

Performs clerical tasks associated with educational duties (e.g., maintains attendance & student records; keeps educational materials, supplies & equipment organized).

Keeps classroom neat & orderly (e.g., sweeps floor; cleans up after arts & craft activities; stores equipment).

Attends department, interdisciplinary team & teachers' meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of classroom safety practices*; child & abnormal psychology*; counseling*; signing &/or braille*. Skill in signing &/or use of braille*. Ability to deal with problems involving several variables in familiar context; calculate fractions, decimals & percentages; develop good rapport with students; carry out instructions in written, oral or picture form; copy material correctly, recognizing grammatical & spelling errors; sort items into categories according to established methods; cooperate with co-workers on group project.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must possess current Educational Aide Permit as issued by State Board of Education.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of Educational Aide Permit in accordance with State Board of Education rules & regulations (i.e., yearly or once every 4 years).

UNUSUAL WORKING CONDITIONS:

May work evening shift; may work weekends; may work outside exposed to weather; may be exposed to violent students & infectious diseases.

<u>CLASS TITLE:</u> Children's Teacher Aide 2	<u>CLASS NUMBER:</u> 18112	<u>BARGAINING UNIT:</u> 04
---	--------------------------------------	--------------------------------------

EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists teacher of students (i.e., 18 years of age & under) who are institutionalized or visually or hearing impaired in classroom academics & vocational education by assisting teacher in preparing for lesson plans (e.g., assembles instructional materials, sets up classroom for lessons) prepares instructional & visual aides, tutors students using prescribed information by teacher, teaches self-help skills & escorts students to & from class & on field trips.

Performs clerical tasks associated with educational duties (e.g., keeps attendance & student records; types correspondence; distributes supplies; copies material; takes notes at meetings).

Prepares instructional media for classroom use & operates all media equipment (e.g., prepares captioned films for deaf students; creates video taped lessons; operates cameras; makes tapes; uses TV equipment for instructional purposes; assists with maintenance & repair of equipment).

Attends in-service training sessions; participates in meetings, case conferences & student evaluations (i.e., provides information regarding student progress & observation; this does not include assigning grades).

MAJOR WORKER CHARACTERISTICS:

Knowledge of classroom safety practices; child & abnormal psychology*; counseling, signing &/or braille*; typing*; use & operation of multi-media materials & equipment*. Skill in signing &/or use of braille. Ability to interpret variety of & carry out instructions in written, oral or picture form; calculate fractions, decimals & percentages; develop good rapport with students; sort items according to established methods; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must possess current Educational Aide Permit as issued by State Board of Education; 6 mos. exp. in teaching assistance.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of Educational Aide Permit in accordance with State Board of Education rules & regulations (i.e., yearly or once every 4 years).

UNUSUAL WORKING CONDITIONS:

May work evening shift; may work weekends; may work outside exposed to weather; may be exposed to violent students & infectious diseases.

CLASS TITLE: Children's Teacher Aide 3	CLASS NUMBER: 18113	BARGAINING UNIT: 04
--	-------------------------------	-------------------------------

EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists teacher of students (i.e., 18 years of age & under) who are institutionalized or visually or hearing impaired in classroom academics & vocational education by assisting teacher in preparing for lesson plans (e.g., assembles instructional materials, sets up classroom for lessons, takes attendance), tutors students using prescribed information by teacher (e.g., in operation of personal computer, to enhance reading skills), counsels students to provide for educational, emotional, physical or personal needs, escorts students to & from class & on field trips & monitors students for teacher (i.e., for brief periods of time; teacher aide will not teach during absence of regular teacher) to maintain discipline & insure students will carry out their assignments as made by teacher.

Prepares & creates instructional media for classroom use & operates all media equipment (e.g., TV, video tape recording equipment), edits video materials for television & assists in development of television lessons & assists in maintenance & repair of equipment.

Performs clerical tasks associated with educational duties (e.g., types & duplicates lesson plans prepared by teacher; maintains student records; collates & distributes classroom materials; prepares attendance records; maintains classroom supplies).

Attends in-service training sessions, student evaluation sessions (i.e., provides information regarding student progress & observation; this does not include assigning grades), staff meetings, student-parent conferences & inter-disciplinary meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of classroom safety practices; counseling, child & abnormal psychology*; signing &/or braille*. Skill in use & operation of multimedia materials & equipment; typing; signing &/or use of braille*. Ability to interpret variety of & carry out instructions in written, oral or picture form; calculate fractions, decimals & percentages; copy materials accurately & recognize grammatical & spelling errors; develop good rapport with students; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must possess current Educational Aide Permit as issued by State Board of Education; 12 mos. exp. in teaching assistance, 4 mos. of which involved assisting teacher in preparing for lesson plans.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of Educational Aide Permit in accordance with State Board of Education rules & regulations (i.e., yearly or once every 4 years).

UNUSUAL WORKING CONDITIONS:

May work evening shift; may work weekends; may work outside exposed to weather; may be exposed to violent students & infectious diseases.