

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

Adult Teacher Aide

SERIES NO.:

1812

MAJOR AGENCIES: Mental Health, Mental
Retardation/Developmental Disabilities, Rehabilitation &
Correction**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the adult teacher aide occupation is to provide assistance to the teacher(s) of students (i.e., over 18 years of age) or persons with mental retardation, in assigned facility, 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 & substitute for teacher when necessary.

Note: Duties shall not include assignment of grades or administration of corporal punishment, nor shall classification be used for positions outside classroom.

CLASS TITLE:

Adult Teacher Aide 1

CLASS NUMBER:

18121

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of agency, state & federal laws, policies & procedures governing classroom requirements, activities, abnormal psychology & classroom safety practices in order to assist teacher of students who are over 18 years of age or persons with mental retardation in assigned facility & conduct group activities such as games.

CLASS TITLE:

Adult Teacher Aide 2

CLASS NUMBER:

18122

EFFECTIVE DATE:

04/04/1993

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, & abnormal psychology & classroom safety practices in order to assist teacher of students who are over 18 years of age or persons with mental retardation in assigned facility & prepare & present lesson plans.

CLASS TITLE:

Adult Teacher Aide 3

CLASS NUMBER:

18123

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The advanced level class works under general supervision & requires considerable knowledge of agency, state & federal laws, policies & procedures governing classroom requirements & activities, abnormal psychology & classroom safety practices in order to plan, prepare & present lesson plans, tutor & counsel students who are over 18 years of age or persons with mental retardation in assigned facility & substitute for teacher when necessary.

CLASS TITLE: Adult Teacher Aide 1	CLASS NUMBER: 18121	BARGAINING UNIT: 04
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EFFECTIVE DATE:

04/04/1993

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 adult students who are over 18 years of age or persons with mental retardation, in assigned facility, 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.

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; uses visual aides such as word or sign boards.

MAJOR WORKER CHARACTERISTICS:

Knowledge of classroom safety practices*; abnormal psychology*; counseling*. Skill in signing &/or braille if assigned people who are blind &/or deaf*. 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 if position to be held is in "chartered" school. Applicants for positions in non-chartered schools must have 3 mos. trg. or 3 mos. exp. in teaching assistance or working with children or adults in structured setting (e.g., active treatment programming; volunteer exp. involving interaction with children, adults or persons with mental retardation with documentation from recognized organization; as home health aide/hospital aide or therapeutic program worker).

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

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

Must obtain Educational Aide Permit from Ohio Department of Education prior to completion of probationary period. Renewal of Educational Aide Permit in accordance with State Board of Education rules & regulations (i.e., yearly or once every 4 years). Both statements apply only to "chartered" school employees.

UNUSUAL WORKING CONDITIONS:

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

CLASS TITLE: Adult Teacher Aide 2	CLASS NUMBER: 18122	BARGAINING UNIT: 04
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EFFECTIVE DATE:

04/04/1993

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 adult students who are over 18 years of age or persons with mental retardation, in assigned facility, 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., 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); uses word or sign boards.

MAJOR WORKER CHARACTERISTICS:

Knowledge of classroom safety practices; abnormal psychology*; counseling; typing*; use & operation of multi-media materials & equipment*. Skill in signing &/or braille if assigned people who are blind or deaf*. 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 be eligible to obtain Educational Aide Permit as issued by Ohio Department of Education & 6 mos. exp. in teaching assistance if position to be held is in "chartered" school. If position is in "non-chartered" school, must have 6 mos. exp. in teaching assistance or active treatment programming of persons with mental retardation.

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

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

Must obtain Educational Aide Permit from Ohio Department of Education prior to completion of probationary period. Renewals of Educational Aide Permit in accordance with State Board of Education rules & regulations (i.e., yearly or once every 4 years). Both statements apply only to "chartered" school employees.

UNUSUAL WORKING CONDITIONS:

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

CLASS TITLE: Adult Teacher Aide 3	CLASS NUMBER: 18123	BARGAINING UNIT: 04
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EFFECTIVE DATE:

04/04/1993

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 adult students who are over 18 years of age or persons with mental retardation, in assigned facility, in classroom academics & vocational education, plans, prepares & presents lesson plans, tutors students (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 & substitutes for classroom teacher when necessary to carry on regular schedule & program.

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, abnormal psychology*. Skill in use & operation of multimedia materials & equipment; typing; use of signing or braille if assigned people who are deaf or blind*. 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 be eligible to obtain Educational Aide Permit as issued by Ohio Department of Education if position to be held is in "chartered" school & 12 mos. exp. in teaching assistance, 4 mos. of which involved assisting teacher in preparing lesson plans. If position is in non-chartered school, must have 12 mos. exp. in teaching assistance, 4 mos. of which involved assisting teacher in preparing lesson plans & active treatment programming for persons with mental retardation.

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

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

Must obtain Educational Aide Permit from Ohio Department of Education prior to completion of probationary period. Renewals of Educational Aide Permit in accordance with State Board of Education rules & regulations (i.e., yearly or once every 4 years). Both statements apply only to "chartered" school employees.

UNUSUAL WORKING CONDITIONS:

May work evening shift; may work weekends; may work outside exposed to weather; may be exposed to violent students &/or aggressive residents of developmental centers & infectious diseases.