

DEPARTMENT OF EDUCATION  
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

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Class Specification for the Class:

TEACHING ASSISTANT I

**Duties Summary:**

Assist in the education of students by planning the sequence of learning activities and the methods to be used in tutoring students to achieve pre-determined lesson goals and objectives; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class reflects responsibility for assisting in the education of students by planning an instructional segment covering several sequential activities because of the multiplicity of activities covered. Such work requires planning the sequence of learning activities and the methods to be used in developing students' skills and knowledge and in tutoring students in one or more academic subject areas. The work requires subject matter knowledge and the ability to assess student progress to determine the pace of activities and the necessity for modifying activities and methods. Goals and objectives (e.g., student requires help in learning fractions) or the students' Individual Education Program (IEP) are determined by the teacher/other professional who also discusses these guidelines with the Teaching Assistant, but positions in this class determine the sequence of activities and methods to achieve objectives from available resources, references, etc.

Positions in this class may also modify methods and activities and the sequence of such activities so that they are appropriate to the student(s) and his/her knowledge and level of understanding.

General supervision is provided by a professional educator who is readily available to discuss problems and concerns and provides technical advice and assistance.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Plans the sequence of learning activities and methods using the teacher's manual, textbook, other accepted reference and resource materials to achieve pre-determined goals and objectives; discusses plans with teacher and/or submits plans to teacher; prepares materials for lessons and activities; copies appropriate workbook exercises and/or prepares handouts; tutor student; assesses student's progress and determines need for review, remediation, progression, modification of activities or methods, etc.; modifies activities and methods as necessary; communicates regularly with parents on students' progress; reports/regularly confers with teacher to keep teacher informed and to report on students' progress, activities/lessons planned/conducted, etc.; Prepares simple tests and/or selects appropriate tests from textbooks, workbooks, etc., to assess students' progress; administers and scores tests; corrects students' homework assignments; observes and reports on students' overall well-being; encourages students to express their thoughts, feelings and frustrations, offers understanding and encouragement, discusses ways to deal with their feelings and problems and/or recognizes the need to seek assistance from professional staff; may participate in conferences with parents; may prepare reports; as a non-significant duty, may perform various clerical tasks such as filing, copying material, computing and recording grades, collecting money, maintaining bulletin boards, arranging for excursions and field trips, etc.; maintains order in the classroom and elsewhere; and assures the health and safety of students.

**Knowledge and Abilities Required:**

**Knowledge of:** Knowledge of relevant subject area and the activities, methods, techniques, and materials to achieve pre-determined educational goals and objectives in those areas; Standard English language communication skills in order to speak, read and write effectively; grammar; arithmetic, including addition, subtraction, multiplication and division; student/classroom management techniques; and common academic social, behavioral and developmental problems of students.

**Ability to:** Plan the sequence of learning activities and select methods to achieve pre-determined goals and objectives; implement learning activities; assess students' progress and modify learning activities and methods as necessary; understand and follow oral and written instructions; develop rapport and recognize the need to seek technical advice and assistance; perform various clerical tasks and use duplicating and

other office and classroom machines and equipment, prepare simple narrative and other reports.

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Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Teaching Assistant I to the Board of Education Support Services Personnel system.

DATE APPROVED: JUN 30 2003

  
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Patricia Hamamoto  
Superintendent of Education

EFFECTIVE DATE: JUL 01 2003

DEPARTMENT OF EDUCATION  
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

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Class Specification for the Class:

TEACHING ASSISTANT II

**Duties Summary:**

Assist in the education of students by planning the specific objectives and the sequence of learning activities and the methods to be used in teaching students to achieve generally stated goals; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class reflects responsibility, over at least a quarter of a school year, for assisting in the education of students by planning an extended sequence of learning activities, including the methods to be used in teaching students in academic subject area(s). The work requires significant subject matter expertise as a position in this class determines the materials, methods, and procedures to be used and the short-term objectives to be achieved within the more generally stated broad goals (e.g., teach students the entire poetry component of an English class). The work also requires that a position in this class evaluate/assess the progress of students and modify short-term objectives, materials, methods and procedures. A position in this class works under the general supervision of a professional educator who is available to provide technical advice and assistance as necessary.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Plans the sequence of learning activities and methods to be used in teaching assigned students; determines short-term objectives to be achieved within the more generally stated goals and objectives; determines appropriate materials, methods, and procedures to be used in achieving goals and objectives; evaluates/assesses progress of students and modifies materials, methods, procedures, and short-term objectives; researches sources outside of the school setting for appropriate supplementary materials; prepares materials for lessons and activities; meets with teacher, therapist

and/or other professionals on a regular basis to keep them informed of students' progress/problems and to receive technical advice and assistance; prepares tests or selects appropriate tests to assess students' progress; assigns and corrects students' homework; maintains and records students' progress, grades problems; may participate in conferences with parents; listens to students and offers understanding and encouragement, and suggests ways to deal with their feelings and problems and/or recognizes the need to seek assistance from others; may prepare reports; as a non-significant duty, performs various clerical tasks; maintains order in the classroom and elsewhere; and assures the health and safety of students.

**Knowledge and Abilities Required:**

In addition to the knowledge and abilities required at the next lower level:

**Knowledge of:** Relevant subject area, and the activities, methods, techniques, and materials to achieve generally stated goals and objectives; and pertinent resources outside the school setting.

**Ability to:** Plan the sequence of learning activities and methods, determine short-term objectives, and determine appropriate materials, methods, and procedures to be used in achieving generally stated goals and objectives.

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Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Teaching Assistant II to the Board of Education Support Services Personnel system.

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Patricia Hamamoto  
Superintendent of Education

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