

CORRECTIONS TEACHING ASSISTANT

KIND OF WORK

Para-professional academic classroom training.

NATURE AND PURPOSE

Under immediate supervision designs and delivers academic and developmental training programs to students in a state corrections institution to provide individualized tutorial programs and to raise the educational level of the assigned pupils by using a variety of teaching techniques. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Monitor the administration of tests so that individual pupils' educational needs can be identified and goals developed through the use of prescribed evaluation instruments.

Determine individual student objectives so that a course of study can be designed and the necessary teaching supplies, equipment, and learning materials are available by meeting with teaching specialists to plan for student needs.

Tutor students who have been assigned by the teaching specialist so that the educational objectives are met by use of microcomputer and other individualized teaching devices and learning programs.

Collect and compile records on assigned students so that accurate data is maintained and written and oral reports can be submitted on each students' progress as required by state and federal guidelines.

Monitor the behavior of assigned students so that an atmosphere conducive to learning and security of the institution are maintained through the submission of behavioral and incident reports.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Behavior problems of correctional clients sufficient to understand their special educational needs.

Academic and developmental achievement test instruments sufficient to monitor their administration.

Learning disabilities sufficient to adjust daily instructions to meet individual pupils' goals.

Ability to:

Observe and document individual student program progress.

Write and make oral reports on classroom behaviors.

Establish rapport with persons with behavioral problems.

Communicate with staff and work as a team member.

Interpret and implement institution policies and procedures.

Est.: 7/84

TC:

Rev.: Former Title(s):