



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

TEACHERS ASSISTANTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Teachers Assistants-B	I9041B	30	
Teachers Assistants-O	I9041O	35	
Teachers Assistants-A	I9041A	40	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

Nature of Work

Teacher assistants provide instructional and clerical support for classroom teachers, allowing teachers more time for lesson planning and teaching. They support and assist children in learning class material using the teacher's lesson plans, providing students with individualized attention. Teacher assistants also supervise students in the cafeteria, schoolyard, and hallways, or on field trips; they record grades, set up equipment, and help prepare materials for instruction. They generally provide instructional reinforcement to children, under the direction and guidance of teachers. They work with students individually or in small groups listening while students read, reviewing or reinforcing class lessons, or helping them find information for reports. At the secondary school level, teacher assistants often specialize in a certain subject, such as math or science. Teacher assistants often take charge of special projects and prepare equipment or exhibits, such as for a science demonstration. Some assistants work in computer laboratories, helping students to use computers and educational software programs.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role provide instructional or clerical support under direction and guidance of a certified teacher.
- Employees tutor and assist students in learning class material using the certified teacher's lesson plans.

Recommended Education and Experience for Full Performance

High School Diploma or GED and six (6) months assisting in the educational and social development of pupils under the direction and guidance of the head teacher.

TEACHERS ASSISTANTS

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role assist in the preparation of subject matter compatible to the learning abilities of students; assist certified teachers in the instruction of classes, providing individual attention where needed; promote an orderly atmosphere conducive to learning; help detect illness or behavioral reactions.
- Employees may take charge of a special project and prepare equipment or exhibits.

Recommended Education and Experience for Full Performance*

High School Diploma or GED and one (1) year assisting in the educational and social development of pupils under the direction and guidance of the head teacher.

Minimum Qualifications

High School Diploma or GED.

Advanced

- Employees in this Role provide services for the most complex teaching assistant assignments.
- Employees specialize in a certain subject, such as math or science or may have expertise in a variety of subjects.
- Employees serve a specialized population.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one and a half (1.5) years assisting in the educational and social development of pupils under the direction and guidance of the head teacher.

Minimum Qualifications

High School Diploma or GED and three (3) months assisting in the educational and social development of pupils under the direction and guidance of the head teacher.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.