

**PROPOSED**

**CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION State Special Schools Services Division		POSITION NUMBER (Agency – Unit – Class – Serial) 184-630-8244-013	
UNIT California School for the Blind		POSITION CONTROL NO.	
INCUMBENT		CLASS TITLE Teaching Assistant (4/5 Time-Base)	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
The Teaching Assistant under the direction of the teaching staff, assists in implementing individualized goals and objectives for students, including but to working under the supervision of the classroom teacher, assisting adapted physical education teachers on campus and in the community, providing transportation for students to off-campus sites, shopping, experimental trips, and carry out other assigned duties (break, bus, and lunch duty).			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Use additional sheet if necessary)</b>		
65%	Under the direct supervision of instructional staff, assists in implementing individualized educational goals and objectives for each student, collects data, and prepares/copies materials, and assists students as needed throughout the day.  Initiate and direct classroom instruction with individual students. Assists in preparing classroom materials in an accessible format for the student (i.e., large print, electronic files and or braille.)		
15%	Provides daily activities designed to support the goals and activities as specified in the Individualized Transition Plan (ITP) and Individualized Education Program (IEP) assist in development of self-help, self-advocacy, and vocational skills. Can work in the class without teacher supervision for up to 90 minutes.		
15%	Carryout other assigned duties: bus, recess, lunch and assist in transportation of students on off-campus field trips, community trips, mainstream junior high and high school programs, and job sites as needed. Duties include accompanying teachers, driving or escorting students, acting as a human guide, and monitoring student's safety at recess breaks, lunch, and while in the community.		
5%	Other duties as assigned		

**To be reviewed and signed by the supervisor and employee:**

**Supervisor's statement:**

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



**Employee's statement:**

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File