

UNIVERSITY OF MASSACHUSETTS DARTMOUTH POSITION DESCRIPTION

OFFICIAL JOB TITLE: Teaching Assistant

DIVISION: Academic Affairs

BARGAINING UNIT STATUS: none

DEPARTMENT: Workers' Education Program
EEO STATUS: **JOB CODE:**

FLSA STATUS: Exempt

REPORTS TO: Director of Workers' Education Program.

SUPERVISES:

SUMMARY PURPOSE OF POSITION: Teaching Assistants assist with teaching and reinforcing learning concepts in the adult education classrooms. Teaching Assistants may work in English for Speakers of Other Languages (ESOL) classes and/or Adult Basic Education (ABE)/High School Equivalency Test preparation (HiSET) classes. Teaching Assistants will work part-time mornings and/or evenings.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
- Presents subject matter to adult learners, under the guidance of a teacher, utilizing a variety of methods.
- Assists adult learners, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Serves as a substitute teacher for the classroom teacher when necessary.
- Establishes positive rapport with students served.
- Identifies problems, issues, and concerns related to students
- Communicates regularly with students, teachers, advisor, and director.
- Performs miscellaneous job-related duties as assigned.
- Demonstrates participation in professional development and shares knowledge at staff meetings.

MINIMUM QUALIFICATIONS:

EDUCATION: High school diploma or GED or relevant experience.

EXPERIENCE:

OTHER: Ability to communicate effectively both orally and in writing. Computer literacy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent interpersonal skills, cross cultural, organizational and communication skills.
- Ability to work in person in the classroom and/or remotely.
- Ability to work morning or evening hours.

PREFERRED QUALIFICATIONS:

For ESOL Teaching Assistants, the ability to speak Spanish.

For ABE Teaching Assistants, experience with high school equivalency tests and/or high school course content

NOTE: Other job related duties and responsibilities may be assigned and/or the job description changed periodically to reflect changing organization needs.

NOTE: All position descriptions need to be completed and approved before recruiting activities begin. All updated or revised administrative position descriptions must be approved by the appropriate Vice Chancellor/designee and the Director of Human Resources/designee. All new administrative position descriptions must be approved by the Vice Chancellor/designee, Assistant Chancellor for Affirmative Action/designee and Director of Human Resources/designee. If applicable, the office of Human Resources will provide notice to and consult with the union representative.