

**Teaching Assistant I\***  
**Or**  
**Child Center Assistant I**

**Function of Job:**

Under direct supervision from a certified classroom teacher, to assist and supplement the efforts of the teacher in carrying out a preschool or elementary school program in a university school.

**Characteristic Duties and Responsibilities:**

1. Assist in providing routine instruction to children under the supervision of the classroom teacher.
2. Assist in the preparation of instructional materials, i.e. audio-visual aids, displays, experiments, hand-out materials, examinations, attendance, etc.
3. Supervise children engaged in playground and recreational activities.
4. Supervise children under the direction of the classroom teacher.
5. Assist in planning and implementing curriculum.
6. Supervise college student volunteers or work-study students.
7. Perform related duties as assigned, for which teacher certification is not required.

**Minimum Acceptable Qualifications:**

1. Completion of schooling at least through the ninth grade.
2. Three to six months of experience in working with children.
3. Ability to relate to and supervise children effectively.

**Additional Desirable Qualifications:**

1. High school graduation or equivalent.

5/26/88  
System Approval

5/26/88  
Effective Date

\*Revised – Original approved 5/5/77.

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**