

**TEACHER ASSISTANT  
(Time-Based)**

**APPENDIX A**

O\*NET Code 25-9042.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

**WORK PROCESSES**

	<b>Approximate Hours</b>
<b>A. Knowledge of Students and Student Learning</b>	<b>100</b>
1. Demonstrate knowledge of diverse learning needs, strengths, interests, and experiences of students.	
2. Deliver instruction for individual students or groups of students both independently and under the guidance of the teacher.	
3. Employ various teaching methods to allow for differentiation, various learning styles, and equitable access to instructional material.	
4. Manage student engagement in self-directed learning.	
<b>B. Individual Student Instruction</b>	<b>900</b>
1. Instruct and assist individual students, in one or more subject areas, under supervision of the teacher.	
2. Employ various teaching methods such as: defining words, explaining concepts, giving examples, asking questions to prompt students, and repeating or clarifying directions.	
3. Encourage students by providing positive feedback about their abilities and performance.	
4. Provide one-on-one support through tutoring.	
<b>C. Observing and Reporting on Student's Progress</b>	<b>250</b>
1. Observe progress of individual students as they work on assigned learning activities.	
2. Report students' progress to Teacher, either orally or in writing.	

3. Keep written records of activities individual students have completed or mastered.

**D. Administer Tests** **150**

1. Assist Teacher in administering and scoring of informal tests and exercises.

**E. Classroom Management** **150**

1. Maintain awareness of the location of each student.
2. Check on students missing from classroom.
3. Address students who exhibit inappropriate behaviors, such as wandering around the classroom and inactivity.
4. Summon appropriate professional staff to handle serious behavioral problems.

**F. Learning Aids** **200**

1. Set-up and operate audio-visual aids.
2. Operate personal computers and printers, wherever appropriate as a learning aid.
3. Refer students, as appropriate, to resource material.

**G. Technology Integration** **150**

1. Set-up and operate audio visual aids.

**H. New Student Orientation** **100**

1. Meet new students who are joining the class.
2. Describe and/or show the physical layout of the classroom and related facilities to the student.
3. Describe and/or demonstrate learning materials, such as books, workbooks, and file folders.
4. Provide basic introductory instruction in the subject matter taught in the class, if needed.

**Approximate Total Hours** **2000**  
(Over Two Standard Academic Years)

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

**TEACHER ASSISTANT**  
**APPENDIX B**  
**RELATED INSTRUCTION**

**Safety and the Workplace**

1. Dignity for All Students Act training in harassment, bullying, and discrimination prevention and intervention
2. Child abuse identification and reporting training
3. School violence prevention and intervention training

**Knowledge and Skills**

1. Curriculum, Instruction, and Assessment
2. Diversity and Inclusion
3. Child or Adolescent Development
4. Literacy and Language Development
5. Students with Disabilities, including positive behavioral interventions and supports
6. Classroom Management, including structuring and supporting learning environments
7. Educational Technology
8. School Safety

**Other Related Topics as necessary**

144 hours of Related Instruction are required for each apprentice for each year.

Appendix B topics are approved by New York State Education Department.