

ACALANES UNION HIGH SCHOOL DISTRICT
Non-Departmental

Subject Area

Adopted: 10/6/04

COURSE TITLE: Teacher Assistant

COURSE CODE: O0525E

GRADE LEVEL: Grades 10-12

COURSE LENGTH: One Semester

PREREQUISITE: Positive attendance history

CREDIT: 5 units per semester. Student may earn a maximum of 20 units toward graduation for Teacher Assistant, Office Assistant, or Peer Tutor.

UC/CSU CREDIT: None

GRADUATION REQUIREMENT: Fulfills up to 20 units of elective credit

STANDARDS AND BENCHMARKS: None

COURSE DESCRIPTION: Teacher Assistant provides students the opportunity to develop skills and behaviors essential for employment, with emphasis on careers in education. Teacher Assistants work under the direction and supervision of the assigned classroom teacher or librarian.

COURSE GOALS: Student will:

1. Develop communication skills.
2. Develop ability to work with others and independently.
3. Develop employability skills.
4. Understand the need for confidentiality.

TEXTBOOK MATERIALS: N/A

TEACHER RESOURCES: N/A

Acalanes Union High School District
 Course Content and Performance Objectives
TEACHER ASSISTANT

	HSEE	Standards & Benchmarks	CST's	Assessment	Timeline
1.0 Develop communication skills. <ul style="list-style-type: none"> • Telephone etiquette • Active listening <ul style="list-style-type: none"> • Seek clarification • Appropriate body language 	N/A	N/A	N/A	Performance	Ongoing
2.0 Develop ability to work with others and independently.	N/A	N/A	N/A	Performance	Ongoing
2.1 Work with others <ul style="list-style-type: none"> • Impartial attitude • Cooperative behavior • Use school equipment and property safely • Model appropriate behavior • Respect personal and school property • Helpful and courteous to all 					
2.2 Work independently <ul style="list-style-type: none"> • Demonstrate initiative • Use school equipment and property safely • Model appropriate behavior • Respect personal and school property 					

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3.0	Develop employability skills. 3.1 Time Management <ul style="list-style-type: none"> Complete assigned tasks within allotted time Take initiative to use class time productively 3.2 Work habits <ul style="list-style-type: none"> Regular attendance Punctuality Perseverance 3.3 Following directions <ul style="list-style-type: none"> Clarify directions Complete assigned tasks 3.4 Professionalism <ul style="list-style-type: none"> Appropriate dress Responsible for self Positive attendance Appropriate language Class related use of computer and telephone only Honors confidentiality of information 	N/A	N/A	N/A	Performance	Ongoing

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4.0 Examples of tasks: <ul style="list-style-type: none"> • Paperwork <ul style="list-style-type: none"> ▪ File ▪ Organize materials ▪ Collate materials ▪ Distribute materials • Set up labs, etc. • Word processing • Research • Deliver messages • Shelve/organize books • Clean/cover books • Business phone calls • Assist students with class work • Monitor use of computers 	N/A	N/A	N/A	Performance	Ongoing

TEACHING STRATEGIES AND PROCEDURES

- Assign students productive work
- Provide clear directions
- Monitor students throughout the class period
- Provide training, as necessary
- Establish clear and regular expectations and routines

GRADING GUIDELINES

See AUHSD Grade Guidelines: Final Mark Rubric and Final Course Mark Determination Components.