

**COURSE OUTLINE**

**Course:** 40215 TEACHER ASSISTANT / INSTRUCTIONAL AIDE

**Total Course Hours:** 270.00

**CBEDS Title:** TEACHING CAREERS

**CBEDS #:** 4401

**Job Title(s):**

Instructional Aide, Teaching Assistant

**Prerequisites:**

16 years old or a junior in high school - Valid TB clearance

**Course Description:**

This course combines classroom and workplace based training to develop the talents and skills needed for employment as a Teachers Aide. Students will be able to assist certificated classroom teachers in the preparation and use of instructional materials. Students will present or reinforce learning concepts with individuals and groups and supervise social and playground activities. Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

| Hours |     |
|-------|-----|
| Class | OJT |

**Occupational Competencies**

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

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| 3.00 |  |
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**1 ORIENTATION**

- A Identifies and discusses course objectives and competencies.
- B Discusses ROP Student Outcomes.
- C Explains class attendance and behavior objectives.
- D Displays knowledge of responsibilities of teacher aides in various settings.

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| 5.00 | 10.00 |
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**2 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT**

- A Describes accident procedure.
- B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.).
- C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).
- D Correctly uses and cares for supplies and equipment.
- E Describes indoor and outdoor safety precautions.
- F Discusses school violence and classroom security.

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| 3.00 | 2.00 |
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**3 ETHICS AND LEGAL RESPONSIBILITIES**

- A Defines sexual harassment and discusses tactics for handling harassment situations.
- B Applies appropriate workplace behavior and standards.
- C Identifies legal role regarding confidentiality, non-disclosure and consent.

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| 3.00 | 10.00 |
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**4 LEADERSHIP AND TEAMWORK**

- A Describes the characteristics and benefits of teamwork and leadership.
- B Demonstrates ability to make appropriate decisions.
- C Works well with others and gives/takes constructive criticism.

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| 15.00 | 3.00  | 5  | <p><b><u>CAREER PLANNING</u></b></p> <p><b>A</b> Prepares a finished, professional portfolio showing the best work that has been completed during the class.</p> <p><b>B</b> Locates job opportunities through the use of want-ads and placement agencies.</p> <p><b>C</b> Visits at least one facility related to area of training and observes jobs performed.</p> <p><b>D</b> Completes a job application correctly.</p> <p><b>E</b> Prepares for and critiques a simulated employment interview.</p> <p><b>F</b> Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.</p> <p><b>G</b> Identifies acceptable procedures to leave a job.</p> <p><b>H</b> Applies for a scholarship.</p> <p><b>I</b> Completes a professional resume.</p> <p><b>J</b> Demonstrates appropriate personal grooming and dress.</p> <p><b>K</b> Researches teaching career paths.</p> |
| 3.00  | 5.00  | 6  | <p><b><u>COMMUNICATION</u></b></p> <p><b>A</b> Uses effective workplace conversation.</p> <p><b>B</b> Reads and interprets written information and directions.</p> <p><b>C</b> Practices various forms of written communication appropriate to the occupation.</p>   |
| 5.00  | 10.00 | 7  | <p><b><u>STUDENT OUTCOMES</u></b></p> <p><b>A</b> Demonstrates Occupational Specific, Communication and Critical Thinking Skills</p> <p><b>B</b> Demonstrates Responsible Work Ethics</p> <p><b>C</b> Demonstrates Career/Employment Literacy</p> <p><b>D</b> Demonstrates Effective Use of Technology</p>   |
| 10.00 | 10.00 | 8  | <p><b><u>CHILD DEVELOPMENT AND GUIDANCE</u></b></p> <p><b>A</b> Describes normal physical, social, emotional, and cognitive growth in school-age children.</p> <p><b>B</b> Identify characteristics of special needs populations.</p> <p><b>C</b> Discusses implications of PL94-142 and IDEA act.</p> <p><b>D</b> Describes the difference between discipline and punishment.</p> <p><b>E</b> Demonstrates an understanding of various classroom discipline techniques.</p> <p><b>F</b> Identifies methods of communicating effectively with children.</p>  |
| 10.00 | 25.00 | 9  | <p><b><u>PRINCIPLES OF TEACHING AND LEARNING</u></b></p> <p><b>A</b> Identifies learning modalities: visual, auditory, kinesthetic.</p> <p><b>B</b> Identifies lesson plan components.</p> <p><b>C</b> Demonstrates an understanding of various teaching techniques (motivation, retention)</p> <p><b>D</b> Identifies cooperative learning techniques.</p> <p><b>E</b> Demonstrates direction-giving techniques.</p> <p><b>F</b> Describes the effects of environment on the learning process.</p>  |
| 10.00 | 25.00 | 10 | <p><b><u>CURRICULUM ACTIVITIES</u></b></p> <p><b>A</b> Plans and conducts a lesson/activity</p> <p><b>B</b> Prepares and implements a language/storytelling activity.</p> <p><b>C</b> Prepares and implements an individual activity.</p> <p><b>D</b> Prepares and implements small group activity.</p> <p><b>E</b> Maintains a journal.</p> <p><b>F</b> Assists with individual, small and large group academic activities.</p>   |

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| Hours |     |
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| 10.00 | 25.00 |
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**11 BASIC SKILLS**

- A Demonstrates necessary basic reading, writing, grammar and math skills.
- B Reads, writes, gives and follows directions.
- C Defines, spells, and pronounces educational terms.
- D Applies critical thinking and problem solving skills.
- E Recognizes problem situations and reacts appropriately.
- F Uses professional and legible handwritings.
- G Demonstrates effective written, oral and non-verbal communication techniques and interpersonal skills.

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**12 ROUTINE SUPPORT TASKS**

- A Develops teaching aids: bulletin boards, charts, puzzles, games.
- B Demonstrates knowledge of proper usage of equipment: audio-visual, duplication, lamination, binding, computers, paper cutters, measuring devices.
- C Demonstrates appropriate record-keeping methods: grading systems, filing.
- D Uses communication technology: phone, fax, pager.
- E Sets up learning centers.

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| 15.00 | 15.00 |
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**13 HEALTH PRACTICES**

- A Completes CPR certification
- B Demonstrates proper basic first aid techniques.
- C Identifies proper procedures for recognizing and reporting child abuse.
- D Identifies common childhood illnesses.
- E Demonstrates proper health practices for control of infection, bloodborne pathogens and communicable diseases.

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| 5.00 | 3.00 |
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**14 PROFESSIONALISM**

- A Discusses society and its cultural impact on education.
- B Demonstrates proper communication with staff, children, parents and community.
- C Discusses the impact of multiculturalism on education.

### Additional Course Information

Articulation: This course articulates with Chaffey College ED 400

**TOTAL HOURS**

| Class  | OJT    | Course |
|--------|--------|--------|
| 102.00 | 168.00 | 270.00 |