

# Career PROFILE

This information is derived from careful research and ongoing feedback from Lorain County employers. Empowered with this knowledge, it is up to all of us to create a vibrant and productive workforce for the county.

## Do You Like...

- Work activities that assist others and promote learning and personal development
- Training, teaching, and helping others
- Work that lets you be of service to others
- Contacting and communicating with people
- Work where you can see the results of your efforts and have a feeling of accomplishment

Occupational Information Network, O\*NET OnLine, <http://online.onetcenter.org/>



## Expectations & Opportunities

### RELATED OCCUPATIONS

School Teachers, Preschool, Kindergarten, Elementary, and Secondary

Special Education Teachers

Library Technicians

Self-Enrichment Education Teachers

Audio-Visual Collections Specialists

Childcare Workers

Occupational Therapy Assistants

Occupational Information Network, O\*NET OnLine, <http://online.onetcenter.org/>

Ohio Department of Job and Family Services, Bureau of Labor Market Information

### Kind of Work You Can Expect

- Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Presents subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Grades homework and tests, and computes and records results, using answer sheets or electronic marking devices.
- Distributes teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Tutors and assists children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervises students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Uses computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Organizes and labels materials, and displays students' work in a manner appropriate for their eye levels and perceptual skills.
- Instructs and monitors students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Provides extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.



Occupational Information Network, O\*NET OnLine, <http://online.onetcenter.org/>

### Job Openings

Approximately 40 percent of all teacher assistants work part time. However, even among full-time workers, nearly 40 percent work less than 8 hours per day. Most assistants who provide educational instruction work the traditional 9- to 10-month school year.

U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2004-05 Edition

### Job Openings

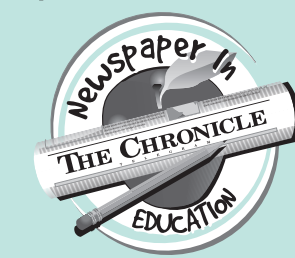
	2002 Annual Employment	2012 Projected Employment	Change in Employment 2002-2012	Percent Change 2002-2012	Total Job Openings Due to Growth & Turnover 2002-2012
<b>NATIONAL</b>	1,277,000	1,571,000	294,000	23.0 %	541,000
<b>OHIO</b>	29,420	34,220	4,800	16.3 %	10,480
<b>REGION</b>	4,990	5,670	680	13.6 %	1,640

U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Projections to 2012

Ohio Department of Job and Family Services, Office of Research, Assessment and Accountability, Ohio Job Outlook to 2012

Ohio Department of Job and Family Services, Office of Research, Assessment and Accountability, Job Outlook to 2012: Northern Ohio - Economic Development Region 8 (Cuyahoga, Geauga, Lake, and Lorain Counties)

### Sponsors:



# Teacher Assistants

• Teacher assistants also are called teacher aides, instructional aides, paraeducators, para-professionals, instructional assistants, or teaching assistants.

The most important requirement of any teachers' aide is simple, according to Carla Powell, a para-professional at Franklin Elementary School in Elyria. "You have to love to work with kids," she said. "And you have to be able and willing to deal with a lot of personalities and attitudes."

Powell has been at Franklin as a teachers' aide for two years and previously worked at the school as a substitute secretary. She came to her job knowing a little something about children. "Having raised my own kids gave me the skills to work with children of different backgrounds and how to deal with children," she said.

She also knew she enjoyed working with children from her experiences at her church, Second Baptist Church in Elyria. "I chair the choir and work with Expressions of Praise, our dance team," she said.

There's always plenty to do every day at the school, she said, and helping students gain new knowledge is rewarding. Powell works each school day and is one of several para-professionals on the staff at Franklin. She works with students from kindergarten through sixth grade and assists several different teachers at the school.

"I love the teachers and my co-workers and I love working with the kids," she said.

Powell, a 1984 graduate of Elyria West High School who attended Lorain Business College and earned a certificate in the medical secretary's program in 1990, said she is no disciplinarian when dealing with children who misbehave. "I'd rather raise my voice," she said. "I'd rather have a little talk with them."

The Lorain County Community College offers a two-year associate of arts degree for para-professionals that includes state licensing requirements in the fields of early childhood education. The college also has a variety of programs through the University Partnership Program with Ashland University for four-year bachelor's degrees and master's degrees.

The Lorain County Joint Vocational School also has programs for high school students who are interested in

learning more about the teaching profession. The JVS' Teacher Education Exploration (TEE) Program is designed as an exploration and introduction of the field of education and is open to high school seniors taking college preparatory classes at their home high schools.

Students who enroll in the program receive three credits for classroom work and internship experience in grades K-12. For more information contact Gylene Pelton at 774-1051 Ext. 281, e-mail her at [gpelton4@hotmail.com](mailto:gpelton4@hotmail.com) or talk to a high school guidance counselor.

For Powell, the work is rewarding and the help she provides for the teachers is a valuable experience for her and is appreciated by her co-workers. Powell, who works three hours, from 9:15 to 12:15 p.m. each school day, said it would be a help to the teachers and the students if there were more para-professionals on the staff.



Teacher Assistant, Carla Powell, a para-professional at Franklin Elementary in Elyria.

"The teachers all have so much to do," she said. "They work very hard to help every student and could use more para-professionals assisting in their work."

Powell lives in Elyria. Her daughter, Micha, is a sixth-grader at Oakwood Elementary School and her son, Jourdan, graduated from high school last year.

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**"You have to love to work with kids."**  
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## STEPS TO SUCCESS

### Minimum Education

Educational requirements for teacher assistants vary by State or school district and range from a high school diploma to some college training. Teacher assistants with instructional responsibilities usually require more training than do those who do not perform teaching tasks.

*LOCAL: Some school districts require Teacher Assistants to possess a 2-year college degree or passing the Para Pro test of skills for paraprofessionals to the Knowledge and Skills portion. This is needed for any new hires in a building served by Federal funds.*

U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2004-05 Edition

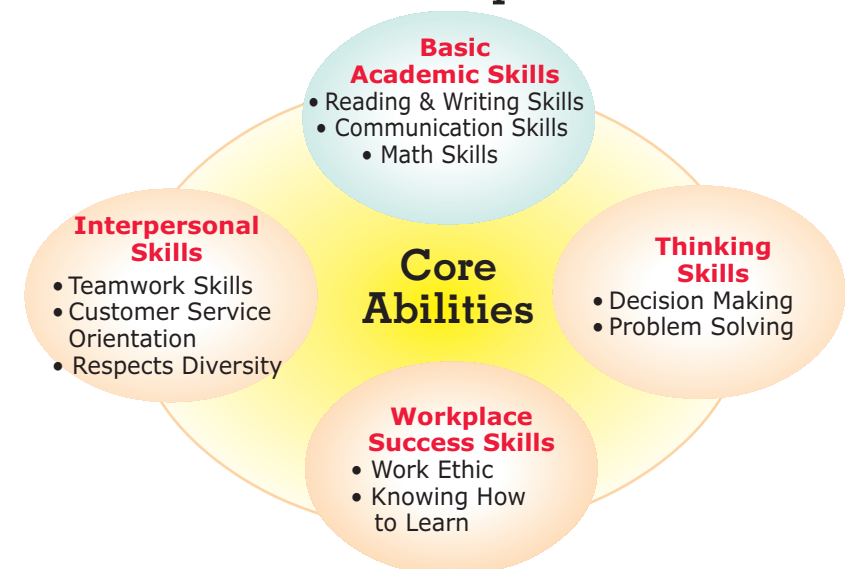
### Educational Training Level

Educational Level Attained	Percentage of Respondents
High School or less	44%
Some College	40%
Bachelor's Degree or higher	16%

Occupational Information Network, O\*NET OnLine, <http://online.onetcenter.org/>

## Basic or Core Abilities You Will Need

### Basic Skill Requirements



## Technical Skills and Knowledge You Will Need to Develop

### Education and Training:

• Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

### English Language/Instructing:

• Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Can teach students how to do something and talk to students to convey information effectively.

### Mathematics:

• Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

### Learning Strategies:

• Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

### Clerical:

• Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

### Customer and Personal Service:

• Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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### Basic Academic Skills:

**Reading & Writing Skills:** Can read and understand information and ideas presented in writing. Provide information and ideas in writing so others will understand.

**Math Skills:** Add, subtract, multiply, or divide quickly and correctly.

**Communication Skills:** Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand.

### Interpersonal Skills:

**Teamwork Skills:** Develop cooperative and constructive working relationships with other workers. Organize and perform tasks in a way that will help accomplish team goals efficiently and effectively.

**Customer Service Orientation:** Can effectively answer customers' questions and quickly resolve problems. Be able to provide assistance and advice to customers when requested.

**Respects Diversity:** Demonstrate sensitivity and respect for differences in individual perspective, personality, ethnic/cultural values, and religious beliefs.

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### Earning Potential

National	\$20,400/yr.
Ohio	\$20,630/yr.
Cleveland-Lorain-Elyria PMSA	\$22,780/yr.

**NOTE:** Hourly wage rates for Teacher Assistants are not available because teacher assistants typically work fewer than 2,080 hours per year.

U.S. Department of Labor, Bureau of Labor Statistics, May 2004 National Occupational Employment and Wage Estimates  
 U.S. Department of Labor, Bureau of Labor Statistics, May 2004 State Occupational Employment and Wage Estimates  
 U.S. Department of Labor, Bureau of Labor Statistics, May 2004 Metropolitan Area Occupational Employment and Wage Estimates

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