

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: TEACHER ASSISTING
Program Type: Job Preparatory
Occupational Area: Public Service Occupations
Components: One Program with One Occupational Completion Point

	<u>Secondary</u>	<u>PSAV</u>
Program Number:	8909000	P131299
CIP Number:	0713.129902	0713.129902
Grade Level:	9-12, 30, 31	30, 31
Standard Length:	3 credits	450 hours
Certification:	ANY FIELD WHEN CERT REFLECTS BACHELORS OR HIGHER	ANY FIELD
Facility Code	263	263
CTSO	FPSA	FPSA
Co-Op Method	Yes	Yes
Apprenticeship	Yes	Yes
Basic Skills:		
Math		10
Language		10
Reading		10

- I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to prepare students for employment as paraprofessional teacher aides (31521). This is a job-preparatory vocational program. To be enrolled, a student's status in school and schedule must allow sufficient time for the student to be able to complete the program. This paraprofessional teacher-aide program is designed to support teaching activities for students in classroom settings. It is not a program to provide clerical support to office or administrative personnel.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the public service industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

At the secondary level, the Teacher Assisting program consists of the following courses:

TEACHER ASSISTING - 3 secondary credits
8909010 Teacher Assisting 1 - one secondary credit

8909020 Teacher Assisting 2 - one secondary credit
8909030 Teacher Assisting 3 - one secondary credit

- II. LABORATORY ACTIVITIES:** Classroom, shop, and laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes found in the occupation. Equipment and supplies should be provided to enhance hands-on experiences for students in the chosen occupation. A generic equipment list for this program is available.

Students will successfully complete a Teacher Assisting practicum experience, involving direct student contact for at least 75 hours in a classroom at an elementary school, a junior high/middle school, or a special-education/alternative-education program. In schools with block scheduling, it may be helpful to include Paraprofessional Teacher Aide 2 and 3 courses in the same year. This arrangement would support the time management required for students to incorporate the practicum experience into their program of studies.

- III. SPECIAL NOTES:** The Florida Public Service Association, Inc. (FPSA) is the appropriate Career and Technical Student Organization (CTSO) for providing leadership training and for reinforcing specific vocational skills. CTSOs, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, Florida Administrative Code (F.A.C.).

Cooperative training - on the job training (OJT) is appropriate for this program. Whenever the cooperative training is offered, the following are required for each student: (1) a training plan that is signed by the student, teacher, and employer, and that includes instructional objectives and a list of on-the-job and in-school learning experiences and, (2) a workstation that reflects the equipment, skills, and tasks that are relevant to the occupation that the student has chosen as a career goal. The student must be paid for work performed.

When a secondary student with a disability is enrolled in a vocational class with modifications to the curriculum framework, the particular outcomes and student performance standards which the student must master to earn credit must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired postschool outcome statement on the Transitional Individual Educational Plan (Transition IEP).

If this program is offered for 180 hours or more, in accordance with Rule 6A-10.040 F.A.C., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 10.0, Language 10.0, Reading 10.0. This grade level number corresponds to a grade equivalent score obtained on a state

designated basic skills examination. If a student does not meet the basic-skills level required for completion of the program, remediation should be provided concurrently in Vocational Preparatory Instruction (VPI). Please refer to the Rule for exemptions.

This program is offered in postsecondary adult vocational (PSAV) courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 230.643, F.S.

Scans Competencies: To accomplish the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies, instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate methods to improve students' personal qualities and higher-order thinking skills.

Equipment List: A generic equipment list is available for this program and is printed in a supplement to this document.

IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to:

- 01.0 Describe the role and career path of the paraprofessional teacher aide and the regulations governing those in that occupation.
- 02.0 Describe the role of education in the United States.
- 03.0 Recognize leadership and CTSO activities.
- 04.0 Demonstrate the interpersonal skills required for successful employment as a paraprofessional teacher aide.
- 05.0 Demonstrate the communication skills required to be an effective paraprofessional teacher aide.
- 06.0 Arrange, organize, and perform educational-support tasks.
- 07.0 Operate audiovisual equipment.
- 08.0 Apply job-related math skills.
- 09.0 Demonstrate the methods for administering and grading tests.
- 10.0 Demonstrate job-related computer applications.
- 11.0 Prepare visual aids.
- 12.0 Supervise the safety and health of students.
- 13.0 Identify and report child abuse and drug abuse.
- 14.0 Initiate a teaching practicum experience.
- 15.0 Demonstrate employability skills.
- 16.0 Describe the relationship of entrepreneurship to employment as a paraprofessional teacher aide.
- 17.0 Support the learning activities of students.
- 18.0 Establish and maintain appropriate student behaviors.
- 19.0 Support cooperative home-school relationships.
- 20.0 Complete a teaching practicum experience.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title Teacher Assisting
Postsecondary Number P131299

OCCUPATIONAL COMPLETION POINT - DATA CODE A

PARAPROFESSIONAL TEACHER AIDE - OES 31521

01.0 DESCRIBE THE ROLE AND CAREER PATH OF THE PARAPROFESSIONAL TEACHER AIDE AND THE REGULATIONS GOVERNING THOSE IN THAT OCCUPATION--The student will be able to:

- 01.01 Describe the code of ethics for the teaching profession and explain how it relates to the role of a paraprofessional teacher aide.
- 01.02 Define the role and characteristics of an effective paraprofessional teacher aide.
- 01.03 Describe the role of the paraprofessional teacher aide in relation to the roles of the teacher, school principal, counselor, and students.
- 01.04 Describe the role and responsibility of a paraprofessional teacher aide in using public relations to build rapport and enhance the image of education.
- 01.05 Describe tasks that a paraprofessional teacher aide will and will not perform to assist a teacher, the school principal, students, and other individuals in the school system.
- 01.06 Identify and explain the provisions of existing local, state, and federal regulations governing the role of paraprofessional teacher aides.
- 01.07 Describe the history of, emerging demand for, and career path of paraprofessional teacher aides.
- 01.08 Identify the types of educational programs and agencies that employ paraprofessional teacher aides.

02.0 DESCRIBE THE ROLE OF EDUCATION IN THE UNITED STATES--The student will be able to:

- 02.01 Review the history of education in the United States.
- 02.02 State the purposes, constitutional authorization, and funding for education in the United States.
- 02.03 Describe current educational trends in the United States.

03.0 RECOGNIZE LEADERSHIP AND VOCATIONAL STUDENT ORGANIZATION (CTSO) ACTIVITIES--The student will be able to:

- 03.01 Describe the public service CTSOs, events, and activities available for students and schools.
- 03.02 Identify the leadership opportunities available through CTSO events, competitions, and activities.
- 03.03 Identify the benefits and awards provided through participation in CTSO activities.

- 04.0 DEMONSTRATE THE INTERPERSONAL SKILLS REQUIRED FOR SUCCESSFUL EMPLOYMENT AS A PARAPROFESSIONAL TEACHER AIDE--The student will be able to:
- 04.01 Interact in ethical, professional, courteous, and culturally respectful ways with teachers, principals, students, and other individuals and groups.
 - 04.02 Demonstrate responsible ways of dealing with criticism from supervisors, teachers, principals, students, and others in a school setting.
 - 04.03 Identify methods for de-escalating and resolving conflicts between individuals and groups.
 - 04.04 Describe safe and responsible ways of responding to expressions of hostility or threats, including the use of security procedures and systems.
 - 04.05 Identify the work, health, and grooming habits that facilitate positive interactions with individuals and ongoing employment as a paraprofessional teacher aide.
 - 04.06 Demonstrate the ability and willingness to follow oral and written instructions.
- 05.0 DEMONSTRATE THE COMMUNICATION SKILLS REQUIRED TO BE AN EFFECTIVE PARAPROFESSIONAL TEACHER AIDE--The student will be able to:
- 05.01 Demonstrate effective listening techniques for various situations.
 - 05.02 Recognize and interpret various types of nonverbal communication.
 - 05.03 Use oral and written communication for self-expression and for conveying and following instructions.
 - 05.04 Differentiate personal opinion from observations, actual events, and facts.
 - 05.05 Report observations and information objectively.
 - 05.06 Follow protocols for the use of the telephone and other telecommunications equipment in order to communicate appropriately and courteously to others.
 - 05.07 Prepare and relay messages accurately and in a timely manner from one person to another.
- 06.0 ARRANGE, ORGANIZE, AND PERFORM EDUCATIONAL SUPPORT TASKS--The student will be able to:
- 06.01 Identify the formats, styles, and forms required for different types of correspondence, records, reports, and other documentation that support classroom activities.
 - 06.02 Use the technologies and equipment, including typewriters, computers, fax machines, and photocopiers, required to produce correspondence and other communication.
 - 06.03 Produce correspondence, reports, and other types of communication using the materials and directions provided by a teacher.
 - 06.04 Demonstrate effective proofreading skills.
 - 06.05 Compile information and complete the required documentation for logs, records, forms, and files.

- 06.06 Organize and manage records, reports, and files for effective information and retrieval.
 - 06.07 Conduct a classroom inventory.
 - 06.08 Schedule and coordinate various appointments and school activities.
- 07.0 OPERATE AUDIOVISUAL EQUIPMENT--The student will be able to:
- 07.01 Identify different types of audiovisual equipment such as overhead projectors, VCRs, camcorders, slide projectors, computers, LCD panels, and cameras.
 - 07.02 Identify the components of audiovisual equipment by name, function, and method of operation.
 - 07.03 Identify the safety measures required for operating audiovisual equipment.
 - 07.04 Obtain, operate, and return audiovisual equipment according to equipment specifications and school/classroom protocols.
 - 07.05 Troubleshoot problems of operation for audiovisual equipment.
- 08.0 APPLY JOB-RELATED MATH SKILLS--The student will be able to:
- 08.01 Read and interpret information on graphs, charts, and tables.
 - 08.02 Perform arithmetic operations for whole numbers, fractions, and decimals, including counting, adding, subtracting, multiplying, and dividing.
 - 08.03 Generate percentages from test scores and other numbers.
- 09.0 DEMONSTRATE THE METHODS FOR ADMINISTERING AND GRADING TESTS--The student will be able to:
- 09.01 Identify the different types of tests, including objective, subjective, and standardized.
 - 09.02 Assist in the administration of standardized and other tests.
 - 09.03 Identify and use the methods, equipment, and materials needed for the grading of different types of tests.
 - 09.04 Calculate and record test results.
 - 09.05 Perform an item analysis.
- 10.0 DEMONSTRATE JOB-RELATED COMPUTER APPLICATIONS--The student will be able to:
- 10.01 Demonstrate power on-off and surge-protection procedures for computer systems.
 - 10.02 Demonstrate security and virus-protection procedures for computer systems.
 - 10.03 Demonstrate the retrieval and application of the software programs required for record keeping, communication, and graphics.
 - 10.04 Demonstrate the input of information and methods for saving, backing up, and printing files.

- 11.0 PREPARE VISUAL AIDS--The student will be able to:
- 11.01 Identify principles for the visual design and layout of educational materials.
 - 11.02 Prepare posters and bulletin boards using lamination and other visual-preparation techniques.
 - 11.03 Prepare transparencies for overhead projection.
 - 11.04 Prepare exhibits and displays. (optional)
- 12.0 SUPERVISE THE SAFETY AND HEALTH OF STUDENTS--The student will be able to:
- 12.01 Identify issues of liability concerning the safety, health, and welfare of students.
 - 12.02 Apply basic first aid and follow health and safety procedures.
 - 12.03 Explain cardiopulmonary resuscitation (CPR), airway obstruction, and the Heimlich maneuver.
 - 12.04 Supervise the playground and recreational activities of students.
- 13.0 IDENTIFY AND REPORT CHILD ABUSE AND DRUG ABUSE--The student will be able to:
- 13.01 Identify the types, signs, symptoms, and prevalence of child abuse and the possible effects of abuse on student performance.
 - 13.02 Explain the state laws governing the identification and reporting of child abuse.
 - 13.03 Identify the types, signs, symptoms, and prevalence of alcohol and other drug abuse and the possible effects of alcohol and other drug abuse on student performance.
 - 13.04 Follow school protocol for providing information and referral for alcohol and other drug abuse.
- 14.0 INITIATE A TEACHING PRACTICUM EXPERIENCE--The student will be able to:
- 14.01 Initiate a paraprofessional teacher-aide practicum experience that involves direct student contact.
- 15.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
- 15.01 Identify advanced career options and training opportunities in the teaching profession.
 - 15.02 Conduct a job search and identify the training, experience, and licensure requirements for different positions.
 - 15.03 Secure information about a job.
 - 15.04 Complete a job resume.
 - 15.05 Complete a job application.
 - 15.06 Demonstrate competence in job-interview techniques.
 - 15.07 Describe how to make job changes appropriately.

- 15.08 Review the interpersonal skills, work habits, and ethics necessary for ongoing employment in a culturally diverse environment.
- 16.0 DESCRIBE THE RELATIONSHIP OF ENTREPRENEURSHIP TO EMPLOYMENT AS A PARAPROFESSIONAL TEACHER AIDE--The student will be able to:
- 16.01 Define "entrepreneurship" and its importance in employment.
 - 16.02 List the advantages, disadvantages, and risks of entrepreneurship in the education industry.
 - 16.03 Compare the personal characteristics of a successful entrepreneur with those of a successful employee.
 - 16.04 Identify the business skills required to operate a small business efficiently and effectively and describe how they relate to the operation of educational programs.
- 17.0 SUPPORT THE LEARNING ACTIVITIES OF STUDENTS--The student will be able to:
- 17.01 List the developmental stages of children and explain their relationship to learning.
 - 17.02 Demonstrate the methods for working individually with students who have learning difficulties.
 - 17.03 Assist absentees in completing missed or "makeup" assignments.
 - 17.04 Assist students in learning handwriting skills.
 - 17.05 Demonstrate an effective use of the chalkboard in supporting learning activities.
 - 17.06 Write and follow a lesson plan.
 - 17.07 Use reading formulas, provided by a teacher or reading specialist, to determine reading levels and make appropriate decisions about reading assignments for students.
 - 17.08 Prepare educational games and puzzles.
- 18.0 ESTABLISH AND MAINTAIN APPROPRIATE STUDENT BEHAVIORS--The student will be able to:
- 18.01 Identify appropriate and inappropriate behaviors.
 - 18.02 Identify techniques, including attention, praise, and other positive approaches, for motivating and reinforcing appropriate behavior of individuals and groups.
 - 18.03 Identify techniques for reducing or eliminating inappropriate behaviors.
 - 18.04 Describe the effects of school rules, regulations, and procedures on student behaviors.
 - 18.05 Develop and implement a classroom-management plan.
- 19.0 SUPPORT COOPERATIVE HOME-SCHOOL RELATIONSHIPS--The student will be able to:
- 19.01 Describe how family background, roles, and relationships influence student learning and behavior.
 - 19.02 Use communication strategies to develop effective relationships with parents.

20.0 COMPLETE A TEACHING PRACTICUM EXPERIENCE--The student will be able to:

20.01 Complete a paraprofessional teacher-aide practicum experience that involves direct student contact.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Title Teacher Assisting 1
Course Number 8909010
Course Credit 1

COURSE DESCRIPTION: This course is designed to develop competencies related to the role, regulations, and career path of paraprofessional teacher aides; the role of education; leadership and CTSO activities; interpersonal and communication skills; and educational-support tasks.

01.0 DESCRIBE THE ROLE AND CAREER PATH OF THE PARAPROFESSIONAL TEACHER AIDE AND THE REGULATIONS GOVERNING THOSE IN THAT OCCUPATION--The student will be able to:

- 01.01 Describe the code of ethics for the teaching profession and explain how it relates to the role of a paraprofessional teacher aide. LA.A.1.4, LA.A.2.4, SS.C.2.4, AT.9.1.4
- 01.02 Define the role and characteristics of an effective paraprofessional teacher aide. LA.C.3.4, AT.9.1.4
- 01.03 Describe the role of the paraprofessional teacher aide in relation to the roles of the teacher, school principal, counselor, and students. LA.B.2.4, AT.2.1.4, AT.4.1.4
- 01.04 Describe the role and responsibility of a paraprofessional teacher aide in using public relations to build rapport and enhance the image of education. LA.D.1.4, LA.D.2.4, AT.9.1.4
- 01.05 Describe tasks that a paraprofessional teacher aide will and will not perform to assist a teacher, the school principal, students, and other individuals in the school system. LA.A.1.4, LA.B.2.4
- 01.06 Identify and explain the provisions of existing local, state, and federal regulations governing the role of paraprofessional teacher aides. LA.A.1.4, SS.C.1.4
- 01.07 Describe the history of, emerging demand for, and career path of paraprofessional teacher aides. LA.A.1.4, SS.D.2.4, AT.2.2.4, AT.7.1.4
- 01.08 Identify the types of educational programs and agencies that employ paraprofessional teacher aides. LA.A.2.4

02.0 DESCRIBE THE ROLE OF EDUCATION IN THE UNITED STATES--The student will be able to:

- 02.01 Review the history of education in the United States. LA.B.2.4, SS.A.4.4, SS.A.5.4
- 02.02 State the purposes, constitutional authorization, and funding for education in the United States. LA.A.2.4, SS.C.1.4, SS.D.2.4
- 02.03 Describe current educational trends in the United States. LA.C.1.4, SS.A.5.4

- 03.0 RECOGNIZE LEADERSHIP AND CTSO ACTIVITIES--The student will be able to:
- 03.01 Describe the public service CTSOs, events, and activities available for students and schools. LA.A.2.4
 - 03.02 Identify the leadership opportunities available through CTSO events, competitions, and activities. LA.A.2.4
 - 03.03 Identify the benefits and awards provided through participation in CTSO activities. LA.A.2.4
- 04.0 DEMONSTRATE THE INTERPERSONAL SKILLS REQUIRED FOR SUCCESSFUL EMPLOYMENT AS A PARAPROFESSIONAL TEACHER AIDE--The student will be able to:
- 04.01 Interact in ethical, professional, courteous, and culturally respectful ways with teachers, principals, students, and other individuals and groups. LA.D.1.4, AT.9.1.4
 - 04.02 Demonstrate responsible ways of dealing with criticism from supervisors, teachers, principals, students, and others in a school setting. LA.C.2.4, LA.D.1.4, HE.B.3.4, AT.9.1.4
 - 04.03 Identify methods for de-escalating and resolving conflicts between individuals and groups. LA.A.2.4, HE.B.3.4
 - 04.04 Describe safe and responsible ways of responding to expressions of hostility or threats, including the use of security procedures and systems. LA.A.2.4, HE.B.3.4
 - 04.05 Identify the work, health, and grooming habits that facilitate positive interactions with individuals and ongoing employment as a paraprofessional teacher aide. LA.A.2.4, HE.A.1.4
 - 04.06 Demonstrate the ability and willingness to follow oral and written instructions. LA.A.1.4, LA.C.1.4, HE.B.3.4
- 05.0 DEMONSTRATE THE COMMUNICATION SKILLS REQUIRED TO BE AN EFFECTIVE PARAPROFESSIONAL TEACHER AIDE--The student will be able to:
- 05.01 Demonstrate effective listening techniques for various situations. LA.C.1.4
 - 05.02 Recognize and interpret various types of nonverbal communication. LA.C.2.4, HE.B.3.4
 - 05.03 Use oral and written communication for self-expression and for conveying and following instructions. LA.B.2.4, LA.C.3.4, HE.B.3.4
 - 05.04 Differentiate personal opinion from observations, actual events, and facts. LA.C.1.4, LA.C.2.4
 - 05.05 Report observations and information objectively. LA.C.3.4, SC.H.1.4
 - 05.06 Follow protocols for the use of the telephone and other telecommunications equipment in order to communicate appropriately and courteously to others. LA.C.3.4, LA.D.1.4
 - 05.07 Prepare and relay messages accurately and in a timely manner from one person to another. LA.C.1.4, HE.B.3.4
- 06.0 ARRANGE, ORGANIZE, AND PERFORM EDUCATIONAL-SUPPORT TASKS--The student will be able to:

- 06.01 Identify the formats, styles, and forms required for different types of correspondence, records, reports, and other documentation that support classroom activities. LA.A.2.4
- 06.02 Use the technologies and equipment, including typewriters, computers, fax machines, and photocopiers, required to produce correspondence and other communication. LA.A.2.4, LA.C.1.4, AT.5.2.4, AT.7.4.3
- 06.03 Produce correspondence, reports, and other types of communication using the materials and directions provided by a teacher. LA.B.1.4, LA.B.2.4, LA.C.1.4, AT.5.2.4
- 06.04 Demonstrate effective proofreading skills. LA.B.1.4
- 06.05 Compile information and complete the required documentation for logs, records, forms, and files. LA.B.1.4
- 06.06 Organize and manage records, reports, and files for effective information and retrieval. LA.A.2.4
- 06.07 Conduct a classroom inventory. LA.B.2.4
- 06.08 Schedule and coordinate various appointments and school activities. LA.B.2.4, AT.1.4.3

**FLORIDA DEPARTMENT OF EDUCATION
Student Performance Standards**

Course Title	Teacher Assisting 2
Course Number	8909020
Course Credit	1

COURSE DESCRIPTION: This course is designed to develop competencies in the operation of audiovisual equipment; job-related math skills; test administration and grading; job-related computer applications; visual-aids preparation; the supervision of student health and safety; and the reporting of child abuse and drug abuse. It also requires a teaching practicum experience that involves direct student contact.

07.0 OPERATE AUDIOVISUAL EQUIPMENT--The student will be able to:

- 07.01 Identify different types of audiovisual equipment such as overhead projectors, VCRs, camcorders, slide projectors, computers, LCD panels, and cameras. LA.A.1.4, LA.C.1.4, AT.5.2.4
- 07.02 Identify the components of audiovisual equipment by name, function, and method of operation. LA.A.1.4, LA.C.1.4, AT.5.2.4
- 07.03 Identify the safety measures required for operating audiovisual equipment. LA.A.1.4, LA.C.1.4, AT.5.2.4
- 07.04 Obtain, operate, and return audiovisual equipment according to equipment specifications and school/classroom protocols. LA.C.1.4, AT.5.2.4
- 07.05 Troubleshoot problems of operation for audiovisual equipment. AT.4.1.4, AT.5.2.4

08.0 APPLY JOB-RELATED MATH SKILLS--The student will be able to:

- 08.01 Read and interpret information on graphs, charts, and tables. LA.A.1.4, MA.D.1.4, MA.E.1.4
- 08.02 Perform arithmetic operations for whole numbers, fractions, and decimals, including counting, adding, subtracting, multiplying, and dividing. MA.A.3.4
- 08.03 Generate percentages from test scores and other numbers. MA.A.1.4

09.0 DEMONSTRATE THE METHODS FOR ADMINISTERING AND GRADING TESTS--The student will be able to:

- 09.01 Identify the different types of tests, including objective, subjective, and standardized. LA.A.1.4
- 09.02 Assist in the administration of standardized and other tests. LA.C.1.4, AT.9.1.4
- 09.03 Identify and use the methods, equipment, and materials needed for the grading of different types of tests. LA.A.1.4, SC.H.3.4
- 09.04 Calculate and record test results. MA.A.1.4, MA.A.3.4, AT.5.2.4

- 09.05 Perform an item analysis. MA.E.1.4, MA.E.3.4
- 10.0 DEMONSTRATE JOB-RELATED COMPUTER APPLICATIONS--The student will be able to:
- 10.01 Demonstrate power on-off and surge-protection procedures for computer systems. LA.A.1.4, AT.5.2.4
 - 10.02 Demonstrate security and virus-protection procedures for computer systems. LA.A.1.4, AT.5.2.4
 - 10.03 Demonstrate the retrieval and application of the software programs required for record keeping, communication, and graphics. LA.A.1.4, AT.5.2.4
 - 10.04 Demonstrate the input of information and methods for saving, backing up, and printing files. LA.A.1.4, AT.5.2.4
- 11.0 PREPARE VISUAL AIDS--The student will be able to:
- 11.01 Identify principles for the visual design and layout of educational materials. LA.A.1.4, LA.C.1.4, VA.A.1.4, VA.B.1.4
 - 11.02 Prepare posters and bulletin boards using lamination and other visual-preparation techniques. LA.A.1.4, LA.C.1.4, VA.A.1.4, VA.B.1.4
 - 11.03 Prepare transparencies for overhead projection. LA.A.1.4, LA.C.1.4, VA.A.1.4, VA.B.1.4
 - 11.04 Prepare exhibits and displays. (optional) LA.A.1.4, LA.C.1.4, VA.A.1.4, VA.B.1.4
- 12.0 SUPERVISE THE SAFETY AND HEALTH OF STUDENTS--The student will be able to:
- 12.01 Identify issues of liability concerning the safety, health, and welfare of students. LA.A.2.4, HE.B.1.4, AT.8.1.4
 - 12.02 Apply basic first aid and follow health and safety procedures. LA.A.2.4, HE.B.1.4
 - 12.03 Explain cardiopulmonary resuscitation (CPR), airway obstruction, and the Heimlich maneuver. LA.C.3.4, HE.B.1.4, SC.C.2.4, SC.F.1.4
 - 12.04 Supervise the playground and recreational activities of students. AT.8.1.4
- 13.0 IDENTIFY AND REPORT CHILD ABUSE AND DRUG ABUSE--The student will be able to:
- 13.04 Identify the types, signs, symptoms, and prevalence of child abuse and the possible effects of abuse on student performance. LA.A.1.4, LA.C.1.4, HE.A.2.4, HE.B.1.4
 - 13.02 Explain the state laws governing the identification and reporting of child abuse. LA.A.1.4, LA.C.3.4, HE.A.1.4, HE.C.2.4, AT.8.1.4, HE.9.1.4
 - 13.03 Identify the types, signs, symptoms, and prevalence of alcohol and other drug abuse and the possible effects of alcohol and other drug abuse on student performance. LA.A.1.4, LA.C.1.4, HE.A.2.4, HE.B.1.4, HE.C.1.4, SC.F.1.4

- 13.04 Follow school protocol for providing information and referral for alcohol and other drug abuse. LA.A.1.4, LA.C.1.4, HE.A.2.4, AT.9.1.4

- 14.0 INITIATE A TEACHING PRACTICUM EXPERIENCE--The student will be able to:
 - 14.01 Initiate a paraprofessional teacher-aide practicum experience that involves direct student contact. AT.9.1.4

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Title Teacher Assisting 3
Course Number 8909030
Course Credit 1

COURSE DESCRIPTION: This course is designed to develop competencies related to supporting the learning activities of students, establishing and maintaining appropriate student behaviors, and supporting cooperative home-school relationships. It develops competencies in employability skills and entrepreneurship. It also requires the completion of the teaching practicum experience that involves direct contact with students.

15.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 15.01 Identify advanced career options and training opportunities in the teaching profession. LA.A.2.4, AT.4.1.4
- 15.02 Conduct a job search and identify the training, experience, and licensure requirements for different positions. LA.A.2.4, AT.4.1.4
- 15.03 Secure information about a job. LA.A.2.4, AT.4.1.4
- 15.04 Complete a job resume. LA.B.1.4, AT.5.2.4
- 15.05 Complete a job application. LA.B.2.4
- 15.06 Demonstrate competence in job-interview techniques. LA.C.3.4, LA.D.1.4, HE.B.3.4
- 15.07 Describe how to make job changes appropriately. LA.B.2.4, HE.B.3.4, AT.9.1.4
- 15.08 Review the interpersonal skills, work habits, and ethics necessary for ongoing employment in a culturally diverse environment. LA.D.1.4, LA.D.2.4, HE.B.3.4, AT.9.1.4

16.0 DESCRIBE THE RELATIONSHIP OF ENTREPRENEURSHIP TO EMPLOYMENT AS A PARAPROFESSIONAL TEACHER AIDE--The student will be able to:

- 16.01 Define "entrepreneurship" and its importance in employment. LA.A.1.4, SS.D.1.4, AT.2.3.4
- 16.02 List the advantages, disadvantages, and risks of entrepreneurship in the education industry. LA.B.2.4, AT.2.3.4
- 16.03 Compare the personal characteristics of a successful entrepreneur with those of a successful employee. LA.A.2.4, AT.2.3.4, AT.6.1.4, AT.9.1.4
- 16.04 Identify the business skills required to operate a small business efficiently and effectively and describe how they relate to the operation of educational programs. LA.A.2.4, AT.2.3.4, AT.6.1.4

17.0 SUPPORT THE LEARNING ACTIVITIES OF STUDENTS--The student will be able to:

- 17.01 List the developmental stages of children and explain their relationship to learning. LA.B.2.4, HE.A.1.4
 - 17.02 Demonstrate the methods for working individually with students who have learning difficulties. LA.A.1.4, PE.C.1.4, AT.9.1.4
 - 17.03 Assist absentees in completing missed or "makeup" assignments. LA.C.3.4, AT.9.1.4
 - 17.04 Assist students in learning handwriting skills. LA.C.3.4, AT.9.1.4
 - 17.05 Demonstrate an effective use of the chalkboard in supporting learning activities. AT.9.1.4
 - 17.06 Write and follow a lesson plan. LA.B.2.4, AT.1.1.4, AT.2.1.4
 - 17.07 Use reading formulas, provided by a teacher or reading specialist, to determine reading levels and make appropriate decisions about reading assignments for students. LA.A.1.4, MA.A.3.4, MA.E.1.4
 - 17.08 Prepare educational games and puzzles. LA.B.2.4, VA.A.1.4
- 18.0 ESTABLISH AND MAINTAIN APPROPRIATE STUDENT BEHAVIORS--The student will be able to:
- 18.01 Identify appropriate and inappropriate behaviors. LA.A.2.4, HE.B.3.4
 - 18.02 Identify techniques (including attention, praise, and other positive approaches) for motivating and reinforcing the appropriate behavior of individuals and groups. LA.A.2.4, HE.B.3.4, HE.C.2.4
 - 18.03 Identify techniques for reducing or eliminating inappropriate behaviors. LA.A.2.4, HE.B.3.4, HE.C.2.4
 - 18.04 Describe the effects of school rules, regulations, and procedures on student behaviors. LA.A.2.4, HE.B.3.4
 - 18.05 Develop and implement a classroom-management plan. LA.B.2.4, HE.B.3.4, HE.C.2.4, AT.1.1.4, AT.2.1.4
- 19.0 SUPPORT COOPERATIVE HOME-SCHOOL RELATIONSHIPS--The student will be able to:
- 19.01 Describe how family background, roles, and relationships influence student learning and behavior. LA.D.1.4, LA.D.2.4, HE.A.1.4
 - 19.02 Use communication strategies to develop effective relationships with parents. LA.C.1.4, LA.C.3.4, HE.B.3.4
- 20.0 COMPLETE A TEACHING PRACTICUM EXPERIENCE--The student will be able to:
- 20.01 Complete a paraprofessional teacher-aide practicum experience that involves direct student contact. AT.9.1.4