

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Education

Department Head: Estee Aiken

Classification (Name) of Position: Teaching Assistant

Student's Supervisor: Connie Beck

Office/Location: MH 228

Email Address: connie.beck@umwestern.edu

Phone #: 406-683-7636

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$9.95/hour):

- Federal Work Study Recipients
- P-3, Elementary and Secondary Education Majors
- Criminal Background Check on file
- Commitment to serving diverse students

Other Expectations:

- Punctual and dependable: Show up according to an agreed upon schedule, show up early, and show up ready to serve
- May require working Block breaks
- Able to lift 25-40 pounds
- Able to work for 2-3 hour blocks of time and about 10 hours per week

Purpose/Role of the position:

To support programming at District 10 schools and provide field experiences.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

Duties will include: Assistance in delivery of instruction, tutoring individuals or small groups, preparation of instructional materials, assistance with behavior management, motivation and guidance in helping children succeed, assist in evaluation of student progress, assist administration and other staff, assistance with clerical and supervision duties, attend staff meetings if invited, help to uphold and enforce school rules/policies.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.

Supervisor's Signature: Connie Beck Date: 7/24/2023

Printed Name: Connie Beck