

Teaching Assistant Job Description

ASE Name		Course Title	
Faculty Supervisor		Quiz Sections	
Dates of Appointment		Max. Number of Students	

Check all duties that apply to this individual.

Teaching & Meetings

- Attend lectures (____hours/week)
- Prepare for and teach language classes
- Prepare for and teach discussion section meetings
- Prepare for and deliver lectures
- Serve as a substitute instructor
- Prepare for and participate in instructor/TA meetings (____times/week)
- Hold extra review sessions for exams
- Obtain room for review sessions
- Proctor exams
- Grade exams and homework

Materials Preparation

- Prepare materials to be used in classroom teaching, such as lesson plans, handouts, reading materials, listening materials, PowerPoint presentations, overhead transparencies and other visual aids
- Prepare exams or exam items
- Prepare shared lesson plans
- Prepare or revise course pack
- Revise drafts of course materials
- Prepare webpage for course materials
- Maintain/update webpage for course materials
- Request or acquire necessary equipment
- Prepare review materials
- Place course materials on library reserve
- Design syllabus and prepare course content

- Select readings/texts, and prepare course pack and/or order textbooks

Communications & Office Hours

- Manage and respond to course-related e-mail from lead instructor, other TAs and students
- Hold regular office hours____hrs/wk
- Tutor students
- Conduct “language table”
- Develop and maintain electronic bulletin boards, discussion sites, etc.
- Act as liaison/mediator between student and lead instructor
- Coordinate with OEA for course evaluations

Record Keeping

- Develop and maintain grade books for each class (for individual student’s grades, attendance, assignment completion, etc.). Update daily.
- Develop and maintain spreadsheets for each class, (for individual student’s grades, attendance, assignment completion, etc.). Update weekly.

Other Duties: (write below or check if attached or on reverse)

ASE Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____