



Student Labor Position Description

Multi Work-Learning-Service Level Form

(For combining up to two Work-Learning-Service levels (WLS) on the same form)

Department Name: Child and Family Studies

Org. #: 2112

Position Title: Teacher Assistant

WLS Levels: 3 -- 4 Position Codes: S85225 , S85308

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2009

WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
 1. All entering students during the first year of enrollment (or first term if entering mid-year); and
 2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
 - **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
 - **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
 - **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
 - **WLS 5 – Management Level – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

 - Student managers in the department; or
 - Students responsible for managing highly technical positions within the department; or
 - Master level student artisans
 - **WLS 6 – Director Level – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation.*

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

 - Supervision of other student managers; or
 - Supervision of students in highly technical positions
 - **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.
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I. WLS Levels 3 -- 4

II. Description Of Duties For This Position:

A. The following duties are assigned to WLS level 3:

1. Interact with students outside the classroom, focusing on discussion of reading assignments or class materials.
2. Moderate response to student work, including quizzes.
3. Post materials to Blackboard.
4. Perform administrative and clerical work: filing, typing, photocopying, and ordering books.
5. Take attendance, proctor tests, and operate media equipment.
6. See that the instructor's workplace and environs are neat and clean.
7. Perform other job-related duties as assigned in Child and Family Studies, including assisting at the CDL.

B. In addition, WLS level 4 would be responsible for the following duties:

1. Assist students with development and revision of papers on a scheduled basis.
2. Respond to informal as well as formal writing assignments by actually grading quizzes and providing responses in margins of papers
3. Assist professor in finding and developing materials for the classroom, on-line (Internet) and in the library.
4. Discuss classes, teaching, materials, and ideas with professor. TA will provide feedback and work with professor as a sounding board.
5. Must be willing to work a flexible schedule of 10-12 hours per week.

III. Learning Opportunities For This Position:

- A. The following are learning opportunities for WLS level 3 :
1. Gain an understanding of relations between individuals, institutions, and processes; comprehension of job related values, realities, and goals; a commitment to service.
 2. Learn book-ordering.
 3. Improve library research skills, including on-line research skills.
 4. Take partial responsibility for good class functioning.
 5. Learn additional computer software programs.
- B. In addition, the following are learning opportunities for WLS level 4 :
1. Gain the ability to articulate and interpret observations, experiences, and understanding.
 2. Improve thoughtfulness and ability to evaluate writing and make written comments about it.
 3. Learn to advise students in writing and research assignments.
 4. Learn to develop spread sheets and other organizational helps.

IV. Qualifications Needed For This Position (Indicate Any That Are WLS Level Specific):

- A. Good communication and writing skills [3&4]
- B. The ability to maintain confidentiality in and outside the Child and Family Studies Department, including the Child Development Lab. [3&4]
- C. Demonstrates responsibility to the position. [3&4]
- D. Exhibits initiative. [3&4]
- E. Typing, filing, copying. [3&4]
- F. Must be sophomore or higher and in good academic standing with the College and the Labor Program. or maturity consistent with this level of responsibility[3]
- G. CFS major preferred. [3&4]
- H. WLS 4 will be considered for junior or senior only.