JOB TITLE: Teaching Assistant

Date Reviewed/Updated: 12/14/15 FAC

Qualifications & Job Requirements

- Must have completed the Birthingway course sequence or have equivalent education or experience in the subject areas covered in the course
- Able to communicate fluently in the English language
- Able to interact with students, faculty, staff members, and community members with sensitivity, clarity, and efficiency
- Able to communicate clearly and extensively in writing, by telephone, by e-mail, and in person
- Willing and able to work in a cooperative, multi-vocal setting
- Able to work effectively on complex projects with numerous interruptions
- Able to prioritize tasks and see projects through from beginning to end
- Able to acknowledge evaluation and respond appropriately
- Able to work autonomously and under direct supervision
- Able to analyze and synthesize information, solve problems, and reach decisions in a timely manner
- Able to function effectively under stress, to adapt to changing environments and situations, to display flexibility, and to function in the face of uncertainty.
- Able to develop and maintain organizational systems
- Able to ask and learn
- Willing and able to learn and consistently utilize Non-Violent Communication (NVC)
- Open and willing to adapt to alternative educational models
- Willing to become familiar with and utilize Birthingway philosophy, policy and procedures, and the biodynamic model

Specialized Skill Requirements:
For Hematology; Legends, Drugs, and Devices Workshop; and Critical Care Skills I, II, and III Teaching Assistants:
- Must have current neonatal resuscitation certification
- Must have current American Heart Association CPR certification

Physical Demands
Certain obligations do require light work as described by the US Department of Labor – such as lifting boxes of materials or moving chairs ("exerting up to 20lbs of force occasionally, or up to 10lbs of force frequently") Additionally, phone and in-person communication occurs frequently and both speaking and hearing ability are necessary. Job holder must be able to move between skills stations and be able to perform and supervise skills involving large and small muscles as well as have visual acuity.

Environmental Conditions
Job holder will not be exposed to extreme environmental conditions. The demands of this job are primarily intellectual and interpersonal. Skills courses involve potential exposure to bodily fluids, sharps, and other bio-hazards. Teaching Assistants are responsible for utilizing appropriate personal safety protection both for their own safety and to model safe actions for students.
Duties

• Assist with set up and take down of equipment and supplies as well as classroom clean up including but not limited to:

  For all Midwifery Courses:
  ◦ At least 15 minutes before class begins, disinfect all surfaces, make beds with clean sheets, and set up the classroom and equipment as needed
  ◦ During class, properly dispose of all bio-hazard materials and sterilize equipment
  ◦ After class, disinfect all surfaces, strip beds of linens, and wash linens per policy

  For all Lactation Courses:
  ◦ At least 15 minutes before class begins, wipe down all surfaces and set up the classroom and equipment as needed
  ◦ After class, wipe down all surfaces used during class and disinfect as needed

  For Gynecology:
  ◦ Wash and sterilize all equipment, including speculums and diaphragms, using the autoclave
  ◦ Serve as a model (rarely)

  For Breastfeeding Skills:
  ◦ Wash and sterilize all equipment using the autoclave

• Become familiar with specific course curriculum, syllabi, and related paperwork including student skills documentation forms

• Work with instructor to complete course paperwork (attendance sheets, supply requests, homework sheets) by appropriate deadlines

• Circulate around the classroom and assist students with their skills practice

• Monitor, supervise, and sign off on student performance of skills during class

• Coordinate with the instructor and the front office to welcome and orient hired skills models if needed

• Properly dispose of bio-hazard and other waste each day

• Store supplies in correct location in appropriate supply closets

• Read instruction books on all equipment and supplies used in the course

• Plan for time before and after class to debrief with faculty about class concerns and observations

• Ensure compliance with College policies and procedures

• Represent the College in a professional manner at all times

• Participate in job-related training as assigned

I understand and agree to the above Teaching Assistant Job Description:

________________________________________  ______________________
Employee Signature                        Date

________________________________________
Employee Printed Name

________________________________________  ______________________
Natalie Hutchison, Faculty Coordinator    Date