



Position Title: Teaching Assistant

Department: Academic Affairs

Reports to: Dean of Department (Clinical Sciences, Basic Sciences or Clinics)

**Classification/
FLSA Status:** N/A (Exempt) (Faculty Position) Part-time
(All TA's work a quarterly agreement)

Primary Function: Teaching Assistants provide effective instructional support under the direct supervision of a ranked faculty member. Duties include activities representing instruction, servicing the college and community.

Key Responsibilities:

A. Instruction

1. Provide support for faculty members as they provide students with an effective guided educational experience in the philosophy, science, and art of chiropractic, culminating in a smooth transition from student intern to Doctor of Chiropractic.
2. Contribute to the development of the student's knowledge, skills, attitudes and competence in the location, analysis, and correction of the vertebral subluxation.
3. Assist with implementation of the educational program to meet established standards and desired learning outcomes.
4. Keep abreast of current events, trends, research, and literature within the subject matter of the course(s) taught.
5. Provide a challenging and supportive learning environment.
6. Provide student tutoring services as directed.
7. Provide students with on-going instructional feedback (and remediation as needed).
8. Exhibit and model a communication style that projects a professional image.
9. Proctor exams as directed.

10. Assist in maintaining fully stocked, clean classrooms, and reporting equipment malfunctions as required to the respective dean.
11. Meet Teaching Assistant responsibilities as outlined in the *Faculty Handbook*.
12. Commitment to the mission of Sherman College in any way correlated to the position.

B. Professional Development / Scholarship

1. Participate in activities that enhance individual, personal, and professional growth.
2. Acquire new skills for program enhancement and development. For example, utilizing technology for course enhancement and administration.
3. Set annual professional goals that contribute to the attainment of college goals and objectives.
4. Submit, to the vice president for academic affairs, annual assessment reports, detailing activities relative to meeting college and professional goals and objectives.
5. Actively engage in the continuous improvement of teaching and learning through scholarship, classroom innovation, and collaboration.
6. Utilize individual and college-wide outcomes information (evaluations) for ongoing development of professional effectiveness, and the effectiveness of the Doctor of Chiropractic Educational program.
7. Support faculty members in demonstrating student learning outcomes and identifying deficiencies in knowledge, skills, or attitude in the assigned discipline or topic.
 - a. Modify teaching style based on assessment results and professional development experiences. Document modifications based on assessment results.
8. Maintain certificates and/or licenses necessary for employment eligibility.
9. Provide coverage for responsibilities during foreseen absences.

C. Service to the College and Community

1. Lend enthusiastic support to college policies and faculty members.
2. Participate in the evaluation process for self, department, and program.

3. Attend commencement exercises, faculty and committee meetings, and the annual Lyceum as required.
4. Assume any other duties that may be assigned by the vice president for academic affairs and/or respective dean.

Basic Knowledge and Skills (including but not limited to):

1. A strong desire to share the philosophy, science, and art of chiropractic with future Doctor of Chiropractic
2. Doctor of chiropractic degree
3. Strong organizational and supervisory skills
4. Excellent written and verbal communication skills
5. Ability to be assertive and maintain classroom decorum
6. Computer: MS Office, LMS, and effective use of Apple teaching technology

Teaching Assistant Workload Expectations

Sherman College has established 40 contact hours per week as a full-time load. Overloads exceeding 120% must be approved by the president and are only used as a last option to serve the needs of the students.

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand, crouch, kneel, stoop, sit; use hands to finger, grasp, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Carrying, lifting 25 lbs. maximum may be required.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: