



Academic Support Job Family: **Teaching Support Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

GENERIC JOB PROFILE SUMMARIES

Teaching Support Specialist I INDIVIDUAL CONTRIBUTOR	Teaching Support Specialist II INDIVIDUAL CONTRIBUTOR	Teaching Support Specialist III INDIVIDUAL CONTRIBUTOR	Teaching Support Specialist IV INDIVIDUAL CONTRIBUTOR	Teaching Support Specialist V MANAGEMENT
Assist teaching general areas of undergraduate courses and/or instruct laboratory sections.	Teach general areas of undergraduate courses and/or instruct laboratory sections or recitation sessions.	Teach and train students through mentoring and directing hands on experiences; evaluate and recommend teaching methods.	In consultation with departments and campus-wide initiative leads student learning programs; implement; assess and disseminate discipline-appropriate teaching and learning practices.	Establish partnerships with University leadership to develop strategic initiatives surrounding learning and teaching initiatives.
Coordinate and participate in the development of laboratory and/or lecture course materials.	Participate in the development of laboratory and/or lecture course materials; assist in creating new laboratory experiments or course materials.	Develop laboratory and/or lecture course materials; troubleshoot experiments and implement changes.	Develop, implement, assess, and disseminate complex course and/or laboratory materials.	Partner with faculty to determine and advance the educational mission of the university and/or design and oversee laboratory experiments or program materials.
Plan and oversee daily educational activities of students.	Monitor and supervise students in laboratory and /or teaching sections.	Oversee and supervise operations in laboratory and /or teaching sections.	Supervise others, including managers, supervisors, lab staff, and teaching assistants; act as student mentor and instructional consultant.	Lead a teaching center; partner with faculty to integrate proven and emerging technologies into pedagogy and course design, increase student technology-enhanced educational participation and competency.

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Obtain necessary supplies and equipment; provide care and coordinate the maintenance of equipment (e.g. VCRs, microscopes, cameras etc.)	Recommend equipment needs and make equipment purchases; maintain laboratory equipment; work with vendors for necessary equipment adjustments and calibration.	Determine and approve supply and equipment orders; work with vendors for complex equipment specifications.	Write and develop new educational activities and materials; revise existing materials and develop prototypical research equipment.	Lead development and delivery of training sessions, educational activities and training material; evaluate and recommend the research equipment.
Set up and test apparatus and demonstrations for seminars, etc.	Set up and demonstrate laboratory experiments; train teaching assistants, students and staff in proper equipment usage.	Demonstrate laboratory experiments or teaching program materials.	Oversee operation of laboratory and create laboratory experiments and teaching programs.	Evaluate, recommend and develop new procedures and methodologies.
Instruct faculty and other staff in use of equipment and facilities and lab safety procedures.	Train staff and students in proper equipment protocols and lab safety procedures; formulate new protocols to minimize the use of hazardous substances.	Coordinate and implement safety training sessions for undergraduate and graduate students, postdoctoral and professorial researchers.	Oversee and ensure implementation of safety training sessions and adherence to protocols and requirements.	Develop safety protocols and policies; evaluate and modify as needed to adhere to protocols and requirements.
	Supervise teaching assistants.	Assist in planning and implementing a college-wide teaching assistant development program.	Plan, evaluate and implement college-wide teaching assistant development program.	Develop, evaluate and enhance University standards for teaching assistant development program.
Evaluate student assignments; assist with enrollment issues (pre-enrollment, wait lists, add-drop, etc.) and course websites.	Evaluate and grade student assignments and exams; address enrollment issues (pre-enrollment, wait lists, add-drop, etc.) and course websites; work closely with advising staff to communicate course pedagogy style to students.	Evaluate and grade student assignments and exams; address and resolve enrollment issues (pre-enrollment, wait lists, add-drop, etc.) and course websites; work closely with advising staff to provide academic counseling.	Work with administration and faculty leadership to develop, identify and assess faculty development needs, curricula and programming; recommend and implement improvements for increased student success.	Lead assessment, development and identification of faculty development, curricula and programming needs; implement improvement for increased student success.
	Assist in the collection, development and implementation of outcomes assessment and program/course evaluation tools and projects.	Participate in the development and implementation of outcomes assessment and program/course evaluation projects.	Assess programs, analyze data, and conduct formative and summative assessment (surveys, interviews, and focus groups, report-writing); recommend and implement improvement to align with mission.	Advise goals, objectives and mission; develop and improve programs and determine strategies for implementation.

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	Prepare written and web-based reports and participate in clinical research projects, including sample and data collection, and report writing.	Develop and prepare written and web-based reports for both internal and external constituents focused on student learning; prepare clinical research projects including sample and data collection, and report writing.	Develop and co-authors written and web-based reports for both internal and external constituents; present findings and disseminates information via conferences, seminars, lectures, poster presentations, workshops, etc.	Develop, evaluate and implement student learning programs partnering with Faculty Leadership, schools/colleges and campus-wide initiatives to determine appropriate application.
			Develop and maintain close working relationships with various internal and external committees, projects, task forces, etc.	Build, strengthen and expand effective relationships with Cornell faculty and researchers, stakeholder and other community organizations, to increase program profile, reputation, visibility, and support, and to further the university's mission in relation to diversity and inclusion, and global and intercultural learning.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11295 TEACHING SUPPORT SPECIALIST I, BAND D	10940 TEACHING SUPPORT SPECIALIST II, BAND E	10941 TEACHING SUPPORT SPECIALIST III, BAND F	10942 TEACHING SUPPORT SPECIALIST IV, BAND G	10943 TEACHING SUPPORT SPECIALIST V, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree or equivalent; up to 2 years experience or equivalent	Bachelor's degree or equivalent; more than 2 years but less than 4 years experience or equivalent	Master's degree or equivalent; more than 3 years but less than 5 years experience or equivalent	Master's degree or equivalent; more than 5 years but less than 7 years experience or equivalent	Ph.D, Ed.D., J.D., L.L.M. or L.L.B. or equivalent; more than 3 years but less than 5 years experience or equivalent
IMPACT	Extends beyond department	Limited impact	Limited impact	Limited impact	Significant impact
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Coordinate major activities Involves sensitive issues
CONTACTS - OUTSIDE	Limited contact	Limited contact	Limited contact	Provide information that exists in pre-established documents or programs	Provide information that exists in pre-established documents or programs
CONTACTS - STUDENTS	Deals with confidential information such as grades, financial records, etc	Occasional contact dealing with highly sensitive matters	Occasional contact dealing with highly sensitive matters	Occasional contact dealing with highly sensitive matters	Frequent contact dealing with confidential information

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SUPERVISION	Provide functional supervision to students or temporaries or provide on-the-job training for other employees	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept
COMPLEXITY	Tasks focus on an entire field	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Occasionally develop new, imaginative, or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skill	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Make decisions within prescribed limits and/or providing input to others for decision-making	Make decisions within prescribed limits and/or providing input to others for decision-making	Make decisions within prescribed limits and/or providing input to others for decision-making	Assist in and influence decisions concerning policy-setting, research, planning or students	Assist in and influence decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits prescribed by supervisor	Directly affect a functional area Minimal effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect several departments Significant effect on students or employees	Directly affect multiple functional areas Limited effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction

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WORKING CONDITIONS	Close concentration and manual dexterity Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required