

Department of Sociology

Lead Teaching Assistant Job Description

Lead TAs are assigned to large lecture courses to provide administrative management of the course and to coordinate teaching assistants assigned to the course. Lead TAs also assist in training and evaluation of TAs, and in some cases may be assigned to lead a quiz section. Below are responsibilities typically associated with this position:

Course responsibilities

- Attend lectures
- Conduct/facilitate quiz sections (if assigned to section).
- Act as liaison/mediator between students and TAs/professor
- Hold regular office hours; submit office hours to the Main Office
- Work individually with students as appropriate
- Prepare, maintain, and update webpage, electronic discussion boards, etc., as appropriate to the course
- Manage and respond to course-related email
- Monitor and resolve administrative, grading, or other issues related to course
- If you must cancel a class notify Student Services so that a notice can be posted in your classroom and notify your supervisor.
- Develop a plan for meeting the course learning objectives
- Develop a plan for managing the administrative details of the course (e.g., general rules and practices, TA performance expectations, etc.)
- Anticipate and plan for upcoming course events, exams, etc.

Preparation responsibilities

- Coordinate course content and TA duties across quiz sections
- Prepare lectures for assigned section and review materials for quiz sections (if assigned to section)
- Prepare overheads, handouts, or other materials for lecture section as appropriate
- Place course materials on library reserve
- Attend or arrange regular meetings with TAs and/or instructor
- Request necessary equipment (e.g., audio-visual equipment)

Exams and grading

- Coordinate preparation of exams, essays, or other assignments
- Respond to and return student work in a timely manner.
- Coordinate proctoring and grading of exams as appropriate
- Grade essays, quizzes, projects, or other assignments as appropriate
- Calculate quarter grades, maintain all records, and submit grades to Schmitz Hall by the quarter due date.
- Arrange extra review sessions for exams as appropriate; obtain rooms for such sessions
- Coordinate with Senior Teaching Associate to evaluate TA performance
- Administer course evaluations for lecture

Other duties and responsibilities may be assigned by individual instructors. Concerns about any additional responsibilities should be discussed first with the supervisor (instructor of record), and then the Graduate Program Committee Chair or the Department Chair.