

TEACHER ASSOCIATE

Purpose Statement

The job of Teacher Associate was established for the purpose/s of supervising and instructing individual and/or small groups of students under the supervision of a certificated teacher and providing clerical support to the teacher.

This job is distinguished from similar jobs by the following characteristics: Teacher Associate positions are assigned in a variety of instructional settings, including the classroom or learning center. Assigned duties encompass a wide range of supportive tasks for the instructional program. The list of performance responsibilities is only a partial list of representative tasks assigned to positions in this classification.

This job reports to Site Administrator.

Essential Functions

- Assists classroom teacher in maintaining an orderly classroom environment for the purpose of supporting a positive instructional environment.
- Assists in preparation of educational and instructional materials for the purpose of supporting and reinforcing classroom objectives.
- Assists with the preparation of assessment information for the purpose of supporting teachers in the instructional process.
- Attends workshops related to the responsibilities of the position for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with the teacher regarding student progress, behavior and the instructional program for the purpose of collaboration and support for student achievement.
- Corrects and maintains records of student progress for the purpose of supporting the classroom teacher in monitoring student progress.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Monitors and administers classroom assignments, tests, homework assignments, standardized tests, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Operates various office and classroom equipment, for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Performs basic clerical tasks for the purpose of providing organizational support to the teacher.
- Performs other related duties as assigned by the classroom teacher for the purpose of ensuring the efficient and effective functioning of the work unit.
- Works with students, individually or in small groups, with lesson assignments under minimal supervision of teacher (e.g. reading, spelling, mathematics, and other subjects) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Two years of college or an Associate's Degree is required.

Equivalency Passage of proficiency exam (in lieu of 2 years of college or possession of an Associate's Degree).

Required Testing

Pre-employment Proficiency Test if education requirements not met

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Test

FLSA Status

Non Exempt

Approval Date

October 1, 2008

Salary Grade

Classified 9