Associate Teacher

Purpose Statement

The job of Associate Teacher is done for the purpose/s of assisting in the implementation of all aspects of the building's RTI process, including but not limited to, the delivery of the research based instructional strategies to individual students as well as small groups of students, and the progress monitoring of those students. Additionally, assists in the delivery of daily classroom instruction.

This job is distinguished from similar jobs by the following characteristics: the associate teacher does not drive the lesson planning process and does not singularly communicate with parents/guardians. This job reports to Principal.

Essential Functions

- Assists with the supervision of students during emergency drills, assemblies, etc. for the purpose of ensuring efficient and safe arrival to and from destination.

- Assists the administration in analyzing test data for the purpose of enhancing student achievement.

- Attends work on a regular and predictable basis for the purpose of providing students with high quality services and instruction.

- Collaborates with the classroom teachers to plan and deliver appropriate instruction to the students who are being progress-monitored for the purpose of addressing individual student requirements.

- Demonstrates effective human relations and communication skills for the purpose of demonstrating appropriate social and interpersonal behavior.

- Facilitates large group activities while the classroom teacher is conferencing with students, parents or small groups for the purpose of presenting and/or reinforcing learning concepts.

- Guides independent study, enrichment work, and/or mastery work set up as assigned by the classroom teacher for the purpose of supporting classroom objectives.

- Implements research based intervention to identified students of small groups and/or individual pull out sessions for the purpose of identifying students for placement.

- Interacts continually with students for the purpose of educating them.

- Maintains a high level of ethical behavior and confidentiality for the purpose of providing up-to-date information and/or historical reference.

- Performs a specific assignment (e.g. hallway supervision, bus duty, car rider duty, in school suspension, after school suspension, etc.) for the purpose of ensuring student safety and supervision.

- Performs limited routine clerical duties such as filing, typing, etc. for the purpose of ensuring records are current and accurate.

- Provides small group instruction to flexible groups of children in the regular classroom setting under the supervision and direction of the classroom teachers for the purpose of presenting and/or reinforcing learning concepts.
Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Serves as a substitute for the classroom teacher, as assigned or required, on an emergency basis for the purpose of ensuring student safety and supervision.

Serves as a resource for other staff of information and help to any substitute teacher assigned in the absence of the classroom teacher (e.g. substitute teachers, etc.) for the purpose of providing a safe and optimal learning environment.

Other Functions
- Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide 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; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; 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.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, 50% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency: .

Required Testing: None Specified

Certificates and Licenses: Missouri State Teaching Certificate
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.