ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Teacher Associate

QUALIFICATIONS
1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to maintain confidentiality.
4. Ability to work well with staff, parents, and students.

REPORTS TO
Teacher and Building Principal

JOB GOAL
To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve appropriate skill levels.

PERFORMANCE RESPONSIBILITIES
1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Helps students master instructional materials assigned by the teacher.
4. Guides independent study, enrichment work and remedial work set up and assigned by the teacher.
5. Assists with such large group activities as drill work, reading aloud and story telling.
6. Reads to students, listens to students read and participates in other forms of oral communication with the students.
7. Distributes and collects workbooks, papers and other materials for instruction.
8. Checks notebooks, corrects papers and supervises testing and make up work as assigned by the teacher.
9. Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
10. Keeps bulletin board and other classroom learning displays up to date.
11. Maintains the same high level of ethical behavior and confidentiality of information regarding students as is expected of fully licensed teachers.
12. Alerts the regular teacher to any problem or special information regarding an individual student.
13. Establishes as fully as possible a supportive and sympathetic relationship with the students without fostering or encouraging intense emotional involvement.
14. Guides each student toward making appropriate choices and accepting responsibility for their own behavior.
15. Assists assigned students in developing appropriate social skills.
16. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about any of the students.
17. Assists with the supervision of students during emergency drills, assemblies, lunch, play periods, and field trips.
18. Assists the students in such physical tasks as putting on and taking off of outerwear, moving from room to room, assisting with physical therapy programs for students, etc.
19. Supervises students outside, before and after school.
20. Supervises students during all recesses. Is able to lift child weighing 50 lbs.
21. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
22. Participates in in-service training programs as assigned.
23. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
24. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT  Salary and work year to be established by the board.

EVALUATION  Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999