

Associate Teacher

Responsibilities, but not limited to:

1. Morning Duty from 7:15 am to 7:50 am (Stipend offered)
2. Daily Cafeteria/Recess Duty – as scheduled
3. Remains with assigned student throughout all prep periods and lunches
4. Assists as directed by certified staff in the effort to successfully maintain students in an integrated setting
5. Works with students to reinforce learning of materials or skills initially introduced and outlined by certified staff
6. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on an understanding of individual students, their needs, interests, and abilities
7. Assist the certified staff in maintaining school materials issued for your use
8. Assist the certified staff in integrating technology into classroom instruction
9. Plan along with the certified staff for in-class parent events that are based on the school's academic program
10. Monitors student work, proctor curriculum-based and standardized testing and present activities as assigned by the certified staff
11. Effectively collects and maintains evidence of student progress (folders / portfolio)
12. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff
13. Performs assigned supervision of students during field trips and other off-site activities
14. When requested, serve as a resource person to the I&RS team
15. Demonstrate ethical behaviors and confidentiality of information about students in school environment
16. Participates in in-service training programs as approved
17. Maintains a safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties
18. Be available to cover the classroom for the Lead Teacher in case of an absence
19. Performs other such duties/assignments as directed by Administration

Certification(s)/Degree(s) Required:

Substitute Teacher Certification

(60+ college credits and satisfactory completion of criminal history background check

