

# MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

## JOB DESCRIPTION

Job Title: **Teacher’s Associate**

Reports To: **Interventionist, Certified Teacher and/or Building Admin**

Pay Schedule/Range: **Outlined in MESP Bargaining Agreement**

FLSA Status: **Non Exempt**

Prepared/Revised Date: **January 2023**

Work Year: **181 Days**

**SUMMARY:** The Teacher Associate’s primary responsibility is to assist students at the direction of the teacher to allow students to achieve the highest level of independence within the academic and social setting as possible. An Associate works under the supervision of an Interventionist and/or teacher(s) and may perform other duties as assigned in an effort to create an environment that fosters the highest quality standards which further the District's mission and vision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	
1. Individual Student Care: (as applicable)	<ul style="list-style-type: none"> <li>● Maintain documentation logs on student progress/behaviors as directed by the Interventionist and/or teacher..</li> <li>● Develop familiarity with each student and his/her needs(s) to determine appropriate and necessary level/intensity of intervention and support - done so in collaboration with interventionist and/or teacher.</li> </ul>
2. Classroom Planning and Organization:	<ul style="list-style-type: none"> <li>● Assist in preparing materials for instruction/interventions.</li> <li>● Assist in grading papers and classroom organization as needed.</li> <li>● Assist in creating and maintaining progress monitoring logs for identified students</li> </ul>
3. Supporting Instructional Duties:	<ul style="list-style-type: none"> <li>● Implement scientifically based interventions and/or teacher designed review/reinforcement activities</li> <li>● Assist in modifying materials from the general education classroom as necessary</li> <li>● Collaborate with related services, Interventionist(s), and teaching staff</li> <li>● Support differentiated instruction to identified students in small group and one-on-one settings</li> <li>● Progress monitor identified students and maintain data logs to assist with assessing student growth/progress</li> </ul>
4. Managing Student Behaviors	<ul style="list-style-type: none"> <li>● Complete Crisis Prevention Intervention Training if needed.</li> <li>● Monitor all students for appropriate behavior.</li> <li>● Enforce classroom and school rules.</li> <li>● Implement individual behavior plans as directed by the teacher.</li> <li>● Always maintain student confidentiality.</li> </ul>
5. Related to building Activities:	<ul style="list-style-type: none"> <li>● Monitor hallway, bus and bathroom as needed.</li> <li>● Follow Minooka CCSD 201 and building level procedures</li> <li>● Attend Minooka CCSD 201 training when directed to do so.</li> <li>● Attend IEP, team meetings, and Parent Teacher Conferences as appropriate.</li> <li>● Perform building level supervisory duties/other building level duties as assigned including but not limited to morning and afternoon arrival/dismissal duties, lunchroom supervision, recess supervision, etc.</li> </ul>
6. Performs such other task as may be assigned by the Interventionist/Certified Teacher, Program Coordinator, Building Administrator and/or District Administrator.	

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or GED required
- College degree or teaching licensure preferred
- Work experience with children (supporting education, preferred)

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Paraprofessional license (not required if candidate has certified teacher/substitute licensure)

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective communication skills (Verbal and written)
- Effective interpersonal skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>Position Title</b>
<b>Reports to:</b>	Interventionist/Classroom Teacher, Program Coordinator and/or Building Administrator

<b>Direct Reports:</b>	<b>Position Title</b>	<b># of Employees</b>
	None	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Occasionally, but essentially, the employee must be able to walk, bend or twist at the neck and trunk more than the average person, squat/stoop, reach above the head, reach forward, climb in/out of vehicles, lift up to 25 pounds from shoulder to overhead, lift up to 50 pounds floor to waist, push/pull items over 90 pounds on wheels over carpeted, tiled, concrete, paved, dirt or other outdoor surfaces, and carry up to 50 pounds 15-25 feet.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate.