

## BRAZOSPORT ISD JOB DESCRIPTION

Department / Campus



**Job Title:** Clinical Student Teaching/Internship (Instructional/Educational Assistant)

**Reports to:** Principal/Talent Acquisition Director (HR)

**Dept./School:** Campus

**Employment Type:** Paraprofessional

**Days:** Per university requirements/contract obligation

### **Primary Purpose:**

While this position does fall under the BISD Apprenticeship Program, the primary purpose of this particular position is to provide a paid clinical experience to eligible students who have been approved by their University or Alternative Certification Program to complete the final clinical student teaching experience required at the end of the educator prep program. Clinical Student Teaching is the culminating experience where pre-service teachers demonstrate their knowledge, skills, and dispositions related to educating pre-kindergarten through twelfth grade students.

### **Qualifications:**

Eligible and approved by University or Alternative Certification Program to complete the final clinical student teaching experience required at the end of the educator prep program. Clinical Student Teaching is the culminating experience where pre-service teachers demonstrate their knowledge, skills, and dispositions related to educating pre-kindergarten through twelfth grade students.

This clinical experience can be completed by:

- Employed as an Instructional/Educational Assistant (Aide) - an (approximate) 15-16 week semester (approximately 75 days) experience (no fewer than 75 full days; a full day being 100% of the school day).
- Requirements may vary by university
- This paid clinical teaching position does require 5 days a week/100% of the day during the duration of the clinical teaching experience/contract obligation.
- The district understands that clinical student teachers will need to complete the requirements of their university program, which may include time away from campus.
- Student clinical teacher must obtain approval to complete clinical teaching in BISD from their university prior to applying.

### **Special Knowledge/Skills:**

#### **BRAZOSPORT STATEMENT OF NONDISCRIMINATION:**

*It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:*

**Students/Parents:** FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

**Employment/Employees/Public:** DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

## **Experience:**

### **INTRODUCTION/ORIENTATION**

Student teachers must schedule an introductory meeting with their cooperating teacher(s) and/or campus principal prior to the beginning of the student teaching semester. This meeting will determine the following:

### **TIME COMMITMENTS**

- Beginning and ending dates of semester.
- Beginning and ending of the contract day.
- School calendar (Student teachers follow the district calendar).

### **TEACHING UNITS/SUBJECTS**

- Review the curriculum to be covered in the course.
- Check out textbooks and other teaching materials from the cooperating teacher.
- Formulate long range plans for assuming teaching responsibilities.
- Obtain from the cooperating teacher a Faculty Handbook and Student Handbook and review administrative regulations and routines.
- Become familiar with the existing discipline plan.

### **THE FIRST WEEK OF CLINICAL STUDENT TEACHING**

- Locate campus facilities to be used (i.e., library, textbook room, audio visual supply room, department workroom, faculty lounge, auditorium counseling facilities, etc.)
- Meet other members of the staff, i.e., principal and assistant principal, department chairperson, librarian, counselors, teacher aides, etc.
- Become acquainted with the students; learn their names.
- Observe and discuss class interactions with the teacher.

### **TEACHING THE CLASS**

Clinical Student teachers should plan to assume control of the class gradually. To help this process:

- Plan cooperatively for instruction. The plans should include, but not be limited to, instructional goals and objectives, anticipatory set, the subject matter to be covered, the procedures to be used, lesson closure, audiovisual materials and other supplies needed, and evaluation of pupil achievement.
- Utilize a variety of teaching materials and strategies in order to determine those which are most appropriate.
- Develop and implement procedures for managing the class effectively during instruction, incorporating various groupings and presentation techniques.

- Determine the students' developmental levels and provide commensurate instruction.
- Participate in the evaluation and documentation of student progress and attendance.
- Demonstrate an ability to continually assume greater responsibility in conducting the classes.
- When not directly teaching, pre-service teachers should be assisting and observing in classes, with one period per day being reserved for preparation time.

## **PROFESSIONAL OBLIGATIONS**

Student teachers must be responsible for their professional growth.

To accomplish this:

- Contact the school, cooperating teacher, and University supervisor if illness prevents attendance.
- Become involved in the total school program by participating in school assemblies, faculty and department meetings, P.T.A. meetings, athletic events, stage productions, parent conferences,
- in-service activities, etc.
- Meet with the cooperating teacher, apart from class time on a regular basis to review the instruction to date, critique teaching performance, and assist in planning daily lessons for the upcoming week.
- Confer with the University supervisor on a regular basis.
- Complete all requirements specified by your program area and clinical teaching handbook.
- Observe, if appropriate at the end of the semester, the teaching of other master teachers in the building.
- Arrangements must be made with the cooperating teacher, the University supervisor, the principal, if appropriate, and with the teacher to be observed.

## **General Employee Requirements:**

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

## **Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]
  - **Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
  - **Motion:** Frequent walking
  - **Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment
  - **Environment:** Work inside, may work outside; regular exposure to noise
  - **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours
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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

- This is an exempt role

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