



Guest Educator

Purpose Statement

The job of Guest Educator serves as an educator with specific responsibility for supervising students within the classroom and other areas as assigned by the Building Principal; delivering group and individual student instruction within established curriculum guidelines; collaborating with other educators, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries.

This job reports to Building Principal

Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Facilitates student learning for the purpose of achieving success in academic, interpersonal and daily living skills through using teacher provided and defined lesson plans.
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Models conversation, manners, clean up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
- Operates copier, computer, standard office equipment, routine desk supplies, classroom materials, playground equipment for the purpose of providing an effective education program.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical 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: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.; applying curriculum and instructional techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; concepts of grammar and punctuation; methods of instruction and training; stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is 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.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. .

Experience: Education: Equivalency:	Must have ONE of the following:
Job related experience is not required.	- Professional Educator License
Bachelors degree in job-related area.	- Guest Teaching License
- Ability to work on a per diem (as needed) basis	- Educator License with Stipulations (TBE)
	- Educator License with Stipulations (Para)
	AND a Bachelor's degree.

Required Testing: Certificates and Licenses

TB Clearance Designated Subject Matter Endorsement Professional Educator or Guest License

Continuing Educ. / Training: Clearances

Maintains Certificates and/or Licenses Criminal Justice Fingerprint/Background Clearance Pre-Placement
Medical Clearance
Tuberculosis Clearance

FLSA Status Approval Date Salary Grade Exempt