I have received my job description. If I have questions or concerns about my job description I will contact my supervisor.

Print Name ______________________ Signature _____________________ Date _______________

JOB DESCRIPTION

JOB TITLE: Teacher Associate, Shelter Care Educational Program (SCEP)  
DATE: July 2011

WORK GROUP: Shelter Care Educational Program  
GROUP: Classified

REPORTS TO: Regional Director/SCEP Administrator

JOB OVERVIEW

The SCEP Teacher Associate will provide support services to teachers and students in AEA shelter/detention classrooms, under the direction of a licensed teacher.

ESSENTIAL JOB FUNCTIONS

1. Work with students individually and in small groups to support their educational progress. Examples of instructional assistance include presenting instructional activities, monitoring and providing assistance when students work independently, reviewing for tests, helping students on the computer, assisting with social skills development, working with students to transition them toward adulthood, and using instructional strategies to increase basic reading, writing and math skills.

2. Assist in the preparation and maintenance of instructional materials. Locate appropriate instructional activities, assist in the development of lesson plans, identify online instructional material, prepare instructional folders for new students, check and score student work and help prepare bulletin boards and other materials for the classroom.

3. Complete requirements for intake, exit, and SCEP’s Student Data System. Administer the orientation and assessment program to new students. Record student behavior data. Maintain accurate attendance and grade reports. Assist in the transition of students into subsequent program placements.

4. Complete procedures identified in the SCEP Program Manual are completed.

5. Participate in SCEP planning and development.

6. Function as an effective teammate and maintain positive working relationships with SCEP colleagues, partners, school personnel, and students.

7. Ensure regular, predictable, consistent attendance.

8. Demonstrate cultural competence and behaviors consistent with the core values, vision and mission of Heartland AEA.

9. Complete other duties as directed by the teacher or administrator.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

1. Knowledge of assessment techniques and instructional strategies to remediate basic reading, math and written
language skills.
2. Strong interpersonal, classroom behavior management, and problem solving skills.
3. Strong oral and written communication skills.
4. Proficient with Microsoft products and demonstrates proficiency in learning new technologies and applications.
5. Demonstrate ability to be self-directed and work collaboratively to solve problems.

EDUCATION AND EXPERIENCE

1. Two years post-secondary education or paraeducator certification required.
2. Post-secondary degree in education and/or social services preferred.
3. Demonstrated successful experience working with at-risk students in an educational, residential, and/or social services setting preferred.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS

Physical demands include; bending, carrying, climbing, lifting, pushing-pulling, reaching, sitting, standing, and walking. Includes extremes of temperature and humidity. Hazards include stairs and communicable diseases. Must be able to travel between job sites.

<table>
<thead>
<tr>
<th>ADA Related Requirements</th>
<th>0-24%</th>
<th>25-49%</th>
<th>50-74%</th>
<th>75-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeing and hearing: Read documents, computer screen, answer phones, communicate in person.</td>
<td></td>
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<td>X</td>
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<tr>
<td>Standing and walking</td>
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<td>X</td>
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<tr>
<td>Climbing, stooping, and kneeling</td>
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<td>X</td>
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<tr>
<td>Dexterity: utilizing phone, typing, and writing.</td>
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<td>X</td>
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</tbody>
</table>

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification and should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Length of Contract: As Agreed Upon

FLSA: Non-exempt

____________________________  ______________________________
WRITTEN BY  DATE

____________________________  ______________________________
APPROVED  DATE