Position Title: Associate Teacher

Contract Length:

Date: 02/26/2014

Date of Last Revision: 05/07/2014

Job Code: H00247, H00253, H00254, H06254, H07254, H08254, H09254

Pay Grade: varies

FLSA Exemption Status: NE

Job Family – Academics

Job Summary

Position Type: Associate Teacher, non-Dedicated (includes Non-Degreed, Degreed, Certified-Degreed, Certified-Retired)

Primary Purpose of Position: Acts in lieu of the regular classroom teacher and performs the duties as assigned by the campus Principal, work-location supervisor, or designee.

Reports to: Campus Principal, work-location supervisor, or designee

Position location: District-wide (all campuses).

Wage/Hour Status: Part Time (FTE=0.5).

Position Type: Associate Teacher, Dedicated

Primary Purpose of Position: Acts in lieu of the regular classroom teacher and performs the duties as assigned by the campus Principal, work-location supervisor, or designee.

Reports to: Campus Principal, work-location supervisor, or designee

Position location: School-specific.

Wage/Hour Status: Part Time (FTE=0.5) or Full Time (FTE=1.0).

Major Duties & Responsibilities

List most important duties first

1. Meets and instructs assigned classes in the locations and at the times designated. Assumes the same responsibilities as a regular classroom teacher for students, equipment, materials and facilities. Performs any special duties the classroom teacher may have.

2. Checks the class roll at the time and in the manner designated by the building principal. Records names, dates of absences, and tardies as instructed.

3. Maintains the regular routine of the class and follows as closely as practical the lesson plan of study. Works to meet the individual needs, interests, and abilities of the students.

4. Creates a classroom environment that is conducive to learning and appropriate to the maturing and interest of the students.

5. Guides the learning process toward the achievement of curriculum goals.

6. Encourages students to set and maintain standards of classroom behavior conducive to good learning. Maintains a level of discipline in the classroom. Prevents students from leaving the classroom unnecessarily.

7. Notifies a neighboring teacher if assistance is needed from the principal’s office.

8. Notifies the principal if a student needs medication (only authorized District employees may administer medication).

9. Notifies the school office, before leaving campus, of any serious problems experienced during the day.

10. Leaves a summary of work covered in each class and other information pertinent to the teacher. Provides documented information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.

11. Assists the administration in implementing all policies and rules governing student life and conduct.

12. Reports on time for any assigned duty. Works through the end of stated sub hours.

13. Completes 10 days of full-day assignments per month for academic months containing 20 or more scheduled instructional days.

14. Performs other job-related duties as assigned.
# Houston Independent School District

## Job Description

### EDUCATION

- **Non-degreed Associate Teacher:** Associate's Degree or 60 semester hours from an accredited college or university required
- **Degreed or Certified Associate Teacher:** Bachelor's Degree

### WORK EXPERIENCE

#### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
- Microsoft Office
- Office equipment (e.g., computer, copier, other specialized equipment unique to the teaching assignment)
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Ability to speak, write, read, and comprehend English
- Ability to communicate with students, staff and others in English
- Ability to be punctual and dependable
- Ability to maintain flexibility in the job assignment
- Texas Teaching Certification preferred

#### LEADERSHIP RESPONSIBILITIES

- No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.

#### WORK COMPLEXITY/INDEPENDENT JUDGMENT

- Work and tasks are often straightforward, routine, structured and guided by established policies and procedures.
- Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

#### BUDGET AUTHORITY

- No budget development activity is required.

#### PROBLEM SOLVING - IMPACT OF DECISIONS

- Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

#### COMMUNICATION/INTERACTIONS

- Basic communication – very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

#### CUSTOMER RELATIONSHIPS

- Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

#### WORKING/ENVIRONMENTAL CONDITIONS

- Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
- Ability to travel to various work locations independently in the school district.
- Ability to see and read computer screens, lesson plans (written or printed) and other materials used by classroom teachers in normal daily job functions.
- Ability to detect student, parent, staff and administrator voices to respond to inquiries using voice prompts and sounds.
- Ability to maintain emotional control under stress.
- Ability to carry and/or lift less than 45 pounds.