

WOODSTOCK CUSD #200 JOB DESCRIPTION (revised May, 2005)

TITLE: **ASSOCIATE, CLASSROOM**

QUALIFICATIONS: *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:*

Education and/or Experience: Must meet state/federal guidelines for School District paraprofessionals employed as teacher aide/associate.

Interpersonal Skills: Ability to work collaboratively and cooperatively with other staff and to promote positive team work environment.

Language Skills: Ability to read, write, interpret and comprehend simple instructions, short correspondence, memos and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information one-on-one and in small group situations to staff, parents, students and administrators.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: Knowledge of and skill in basic word processing; ability to use email; basic internet skills.

Physical Demands: *The physical demands described 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:*

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch or crawl. Occasionally the employee is required to lift/or move up to 50 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

The noise level in the work environment is usually loud at a standard acceptable level for this environment.

References: References must be provided.

TITLE: **ASSOCIATE, CLASSROOM**

REPORTS TO: Building administrator and certified staff member(s)

JOB GOAL: To provide assistance with instruction to the certified staff in order to achieve the teaching objectives, by working with individual students or small groups of students to help them achieve the skill levels of the class as a whole.

CONDITIONS OF EMPLOYMENT: Nine month position with salary and working conditions in compliance with the Agreement between the Woodstock School Related Personnel, Local 1642, IFT/AFT, and the Woodstock CUSD #200 Board of Education.

PERFORMANCE RESPONSIBILITIES:

FOR ALL AGES OF STUDENTS:

1. Works effectively with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
2. Guides independent study, enrichment work and remedial work set up and assigned by the certified staff member.
3. Implements strategies for managing student behavior as directed by the certified staff member or building administrator.
4. Assists the certified staff member in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
5. Assists with the preparation of instructional materials.
6. Assists students with organizational and time management tasks as directed by certified staff.
7. Assists in maintaining accurate records for the monitoring and reporting of student progress as directed by the certified staff member.
8. Administers, scores and records assessments as the certified staff member recommends for individual students.
9. Attends meetings as directed by the certified staff member or building administrator.
10. Operates standard school equipment such as laminator, copier, audiovisual, etc.
11. Checks notebooks, corrects papers and supervises testing and makeup work as assigned by the certified staff member.
12. Assists with the supervision of students during emergency drills, assemblies and field trips.
13. Alerts the certified staff member to any problem or special information about an individual student.
14. Provides assistance and help to any substitute teacher assigned in the absence of the regular teacher.

FOR YOUNG STUDENTS:

1. Works with the teacher to prepare for classroom activities including play, motor skills development, snacks and socialization.
2. Assists the children with coats, backpacks, boots and shoes, and bathroom use, as necessary.
3. Assists with bus duty as assigned.

