

SCHOOL DISTRICT OF ST. JOHNS COUNTY

ASSOCIATE TEACHER-CLASSROOM

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate orally and in writing with students, parents, and others. Ability to plan, organize and establish priorities related to assignment. Basic understanding and knowledge of current technology. Ability to handle sensitive information in a confidential manner. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to assist in writing and following through with Individual Education Plan (IEP) goals. Ability to work effectively with peers, administrators and others. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner.

REPORTS TO:

Principal or designee

JOB GOAL

To perform varied teaching work, assisting with and supporting classroom instructional and management activities, which are directed by a "Lead" teacher. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Under direction of "Lead" teacher:**
- *(2) Perform various instructional support tasks as assigned to facilitate the effective teaching of applicable subject matter and to maintain appropriate classroom environment.
- *(3) Distribute and collect instructional materials and monitor students' progress on the learning activity.
- *(4) Provide directions and instructions for performing a lesson or exercise and answer questions pertaining to such.
- *(5) Proctor and grade examinations or lessons and enter results into the appropriate classroom records.

ASSOCIATE TEACHER-CLASSROOM (Continued)

- * (6) Design appropriate lessons.
- * (7) Assist individual students through drill and practice sessions to acquire and strengthen previously taught concepts, skills and learning programs to ensure procedural correctness and maximum understanding.
- * (8) Assist in managing students' classroom conduct and behavior.
- * (9) Supervise students in specified situations: ie. Playground, lunchroom, media center, hallway, and/or computer lab, etc.
- * (10) May be assigned to perform varied clerical duties such as: Filing, copying, basic computer work, and operation of other office type equipment.

Expectations of All Employees

- * (11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (13) Ensure adherence to good safety standards.
- * (14) Maintain confidentiality regarding school/workplace matters.
- * (15) Model and maintain high ethical standards.
- * (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Administrative/Management

- * (20) Maintain a positive, organized and safe learning environment.
- * (21) Manage time effectively.
- * (22) Participate successfully in non-instructional duties for school order and management.
- * (23) Manage materials and equipment effectively.
- * (24) Use effective student behavior management techniques.
- * (25) Enforce school rules, administrative regulations and Board policies.
- * (26) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- * (27) Use technology resources effectively.
- * (28) Coordinate and monitor the work of volunteers and aides when assigned.

Assessment/Evaluation

- * (29) **Under direction of "Lead" teacher:**
- * (30) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- * (31) Assist in assessing changing curricular needs and plans for improvement.
- * (32) Assist in interpreting data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- * (33) Assist to establish appropriate testing environment and test security.
- * (34) Assist when assigned to communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- * (35) Assist to evaluate the effectiveness of instructional units and teaching strategies.

Intervention/Direct Services

- * (36) Demonstrate knowledge and understanding of subject matter.

ASSOCIATE TEACHER-CLASSROOM (Continued)

- *(37) Communicate high learning expectations for all students.
- *(38) Apply principles of learning and effective teaching in instructional delivery.
- *(39) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- *(40) Use appropriate material, technology, and other resources to help meet learning needs of all students.
- *(41) Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- *(42) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- *(43) Provide instruction on safety procedures and proper handling of materials and equipment.
- *(44) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(45) Assist students with health and hygiene needs as required.

Collaboration

- *(46) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- *(47) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(48) Collaborate with other professionals and parents after recognizing student distress or abuse.
- *(49) Collaborate with peers and other professionals to enhance student learning.

Staff Development

- *(50) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(51) Participate successfully in the training programs offered to increase skill, proficiency and character education related to assignment.
- *(52) Engage in a continuing improvement of professional skills and knowledge.
- *(53) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(54) Participate successfully in training programs, conferences, and workshops, as assigned or appropriate to keep abreast of current practices, programs, legal issues and character education.

Professional Responsibilities

- *(55) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- *(56) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(57) Maintain confidentiality of student and other professional information.
- *(58) Comply with policies, procedures and programs.
- *(59) Exercise appropriate professional judgment.
- *(60) Support school improvement initiatives.
- *(61) Assist to ensure that student growth/performance is continuous and appropriate for age group, subject area and/or student program classification.

Perform other tasks consistent with the goals and objectives of this position, as assigned.

ASSOCIATE TEACHER-CLASSROOM (Continued)

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Worker is required to use two or more of the following on a regular basis: telephone / other voice communication devices; audio-visual equipment; personal computer; copy machine; calculator; personal safety devices such as back support or safety glasses necessary for the operation of power tools / equipment; physical fitness / therapy devices; other specialized equipment typically used in school buses and classrooms for exceptional students, resource rooms, vocational shop / laboratory, gymnasiums, physical therapy laboratory or room, or practice field .

II. PHYSICAL ACTIVITY DURING A TYPICAL DAY:

A typical day's activities include sitting, standing, walking, bending, stooping, pushing, pulling, lifting, stretching, twisting and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and firm grasping are also required to carry out essential functions.

III. WORKING CONDITIONS:

Indoors and outdoors. Worker is subject to both conditions with most work occurring inside. The worker is subject moderate noise levels such that loud talking or even shouting is required to be heard on occasion.

Job Description Supplement

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.
This position is exempt as per the Fair Labor Standards Act (FLSA).

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

51071

Pay Type:

Pay Grade: As listed in the Instructional Negotiated Contract

BOARD APPROVED:

February 2010

REVISED: