

# CARLISLE COMMUNITY SCHOOL DISTRICT JOB DESCRIPTION

**JOB TITLE** 1:1 Associate

**REPORTS TO** Building Administrator and teachers as assigned

## **QUALIFICATIONS**

### Required

- High School Diploma
- Ability to prioritize, organize, and accomplish assigned work
- Ability to function within the framework of a school environment
- Must clear criminal and child abuse background check

### Preferred

- Experience working with students, CPI training, Autism training
- Paraeducator Generalist Certificate or willingness to obtain

## **PERFORMANCE RESPONSIBILITIES**

- Provide accommodation services as outlined in students' IEP's and directed by teaching staff
- Administer, score and record such achievement and diagnostic tests as directed
- Work with individual students or small groups of students to reinforce learning of material initially introduced by classroom teacher
- Facilitate inclusion of students with disabilities into general education settings
- Supervise guided or independent practice in the classroom
- Prompt students to use given strategies to assist in self-managing behavior
- Check planners, correct papers and supervise testing and make-up work, as assigned by the classroom teacher
- Accompany students to alternate learning environments as needed
- Supervise students during meals, break time, hallways, emergency drills, field trips and recess
- Assist students with routine procedures such as snack, lunch, clean-up, toilet and hand-washing and diaper changing
- Model, prompt and reinforce appropriate social behaviors
- Collect, grade or correct student work as directed
- Copy, order, arrange or gather materials as directed
- Maintain communication with parents through logs, e-mail, etc. as directed
- Serve as a source of information and help to a substitute teacher
- Maintain a high level of ethical behavior and confidentiality of information about students
- Participate in in-service training as required
- Perform other duties as may be assigned by the building administrator

## **PHYSICAL REQUIREMENTS**

- Ability to work with interruptions during a work shift
- Able to stand/walk throughout the day
- Able to lift/carry up to 10-15 pounds
- Able to stoop and bend

## **WORK ENVIRONMENT**

- Noise level may be quiet to loud
- Work may be indoors or outdoors

- Tobacco and alcohol free environment

#### **TERMS OF EMPLOYMENT**

- Wage and work year to be established by Administration
- Employment per Board Policies and Administrative Rules and Regulations  
Performance evaluated after three months and one year followed by every other year thereafter, or as deemed necessary by the building administrator

#### **Evaluation:**

- Performance of this job will be evaluated in accordance with board policy
- Evaluation is the responsibility of the building principal or designee
- Employees will be evaluated once within the first year of employment and every two years thereafter

#### **Disclaimer:**

- The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

Adopted Date March 2008

Revised Date September 2013

*The Carlisle Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the district to provide equal employment opportunity and to not discriminate on the basis of race, color, age, religion, national origin, sex, sexual orientation, gender identity, genetic information or disability in admission or access to or treatment in its hiring and employment practices. Any person having inquires concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504, or Iowa Code §280.3 is directed to contact the Human Resource Director, serving in the role of Affirmative Action Coordinator, by writing to the Carlisle Community School District, 430 School Street, Carlisle, IA 50047; or by phone at 515/989-3589.*

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