



Job Title: Associate  
Job Family: School Support  
Pay Program: Classified  
Job Code:  
Typical Work Year: 9 months

**SUMMARY:** May assist students by helping individuals or small groups of students with academic support implementing instruction, reinforcing learning skills, reinforcing school-wide discipline procedures, movement to and from classes, bus, etc., and personal health & hygiene. May assist instructors with preparation of classroom materials, monitoring students, and evaluating and recording student achievement. May supervise students in a variety of settings including, but not limited to, study hall, recess, etc. May also assist students with special educational needs by delivering academic instruction, assist the teacher with preparation of classroom materials. Assist students in Specialized Programs individualized instruction; including academic support, monitoring behaviors, functional life skills. Assist student in maintaining personal health and hygiene functions, also assist students to and from classes and bus stops.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of time
1. Assists students with classroom activities. Implements teacher's instruction plan. Performs tutoring, both individually and with small groups to ensure mastering of subject. Provide supervision and support in order for students to fully participate in class activities.	Daily	Depends upon assignment
2. Assist special education students by delivering academic instruction within special education and general education settings. Assist teacher in adapting the curriculum to students' individual learning level. Adapts work and monitors and enforces social and acceptable behavior. May assist with administering assessments or testing. Assists instructors with related paperwork.	Daily	Depends upon assignment
3. Assists teachers in preparing materials, administering tests, grading, attendance, etc. Assists with paperwork and documentation as needed. Assist special needs students in performing daily routines, including getting to and from class and bus stops, using toilets, diapering, feeding, medical needs and personal hygiene. This may include working with trach, feeding tubes, and catherization. Distribute and administer medicine to students as directed and provide general First Aid when needed.	Daily	Depends upon assignment
4. Monitors students during breaks, recess, time outs, on field trips, etc.	Daily	Depends upon assignment
5. Assess playground for security and condition of equipment and reports concerns to the appropriate staff member. Ensure safety of students under all conditions.	Daily	Depends upon assignment
6. Monitor students during study hall, and/or after school detention. Take attendance in study hall and in-after School Suspension /Detention.	Daily	Depends upon assignment
7. Monitor students in the cafeteria waiting line and while eating, ensuring all students have something to eat.	Daily	Depends upon assignment
8. Assists with special projects. May administer first aide and/or assist students to clinic or nurse.	Daily	Depends upon assignment

9. Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.	Daily	Depends upon assignment
10. Duties may include transportation to job sites, providing job coaching, immediate feedback, documentation of job skills and vocational tasks in the district or in community job sites.	Daily	Depends upon assignment
11. Perform other job-related duties as assigned including lunchroom/playground duty.	Daily	Depends upon assignment

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- No experience required.
- Experience in working with school age children preferred.
- Para Educator certification or teaching degree preferred.

#### **LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstration of skills working with children with unique learning needs.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Abilities to communicate, interact and work effectively and cooperatively with all people including those with mild to severe disabilities from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Operating knowledge of special communication systems, speech computer (Dynovox or Macaw) preferred.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	Position Title	Job Code
Reports to:	Principal, Assistant Principal or Special Education Teacher	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		

Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

<b>Weight &amp; Force Demands:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

<b>Mental Activities:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

<b>Work Environment:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>Vision Demands:</b>	<b>Required</b>
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X

Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X
<b>Noise Level:</b>	<b>Exposure Level:</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	