

**La Vega Independent School District
JOB DESCRIPTION**

Job Title: Reach Associate

Wage/Hour Status: Non Exempt/At-Will

Reports To: Campus Principal

Days: 187

Dept./School: Assigned Campus

Date: April 2021

Primary Purpose:

Provides both instructional and noninstructional support to a team of teachers, as designated by the team's multi-classroom leader (MCL). Works closely with the teacher(s) to complete various administrative tasks and noninstructional paperwork. Manages procedures and supervises student behavior during transitions, lunch, recess, assemblies, and other unstructured activities, and while teacher(s) deliver instruction. In some schools, aids instruction by supervising time on projects, skills practice, and digital learning, and/or by instructing students in small groups or individually. All activities are directed by the multi-classroom leader (MCL) or master team reach teachers (MTRT).

Qualifications:

Education/Certification:

Associate's degree or two years of study (60 college hours) at an institute of higher learning or Para Professional Institute Certificate
Valid Texas Educational Aide Certificate

Special Knowledge/Skills:

Demonstrated effectiveness working with people who have differing cultural backgrounds and/or personal characteristics, including race, religion, gender, sexual orientation, or economic differences. Preference given for experience working successfully with those of similar demographics to the desired school placement.
Ability to assist in instructing reading, writing, and mathematics
Ability to work well with children
Ability to communicate effectively

Experience

Successful experience working with children

Major Responsibilities and Duties:

Instruction

1. Provide direct instruction of students under direct supervision of teacher.
2. Tutor small groups and individuals, under the direction and using the tools/rubrics of the supervising teachers.
3. Supervise projects, skill practice, and digital learning.
4. Monitor independent work time in classroom while teacher provides instruction.

Classroom and School Environment

5. Hold students accountable for high expectations of behavior and engagement that are ambitious and measurable.
6. Contribute to a culture of respect, enthusiasm, and rapport.
7. Manage systems to promote positive behavior during transitions and less structured time (e.g., recess, lunch).
8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Conduct parent involvement activities.
10. Help maintain neat and orderly classroom.

Professional Responsibilities

11. Solicit and eagerly receive feedback from supervisor and team members to improve professional skills.
12. Maintain administrative duties on behalf of teacher (such as scheduling parent conferences, preparing student activities and assignments, checking homework, additional paperwork).
13. Collaborate with teacher(s), tutor(s), and digital lab monitor(s), if applicable.
14. Help with inventory, care, and maintenance of equipment.
15. Provide orientation and assistance to substitute teachers.
16. Keep teacher informed of special needs or problems of individual students.
17. Participate in professional development opportunities.
18. Participate in faculty meeting and special events as assigned.
19. Perform other duties as assigned.

Equipment Used:

Personal desktop computer and/or laptop, phone line, printer/copier, and related office equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress, work with frequent interruptions. Constant contact by phone and in person with the public and school district employees. Continuous sitting, standing, bending, stooping and wrist flex extension. Administrative office environment.

- ❖ The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #