



ASSOCIATE
2022 - 23

FLSA: NON- EXEMPT

IMMEDIATE SUPERVISOR:

Head of Lower Elementary Division (Pre School – Grade 2)
Head of Upper Elementary Division (Grade 3-5)

JOB SUMMARY:

- Help create a class environment favorable to learning and personal growth
- Work alongside the Lead Teacher to help deepen the students' understanding of the English language through reading, writing, speaking and listening
- Assist the Lead Teacher in incorporating core content areas of social studies, science, technology, and math into daily instruction
- Help motivate students to develop positive attitudes towards learning and the knowledge needed to provide a strong academic foundation that will prepare them for success

GENERAL RESPONSIBILITIES:

Duties of this job include, but are not limited to:

- Support the strategic plan envisioned by the school with respect to pedagogy and curriculum
- Promote the development of social and emotional learning competencies of students through the Responsive Classroom Methodology
- Adhere to the School's Essential Expectations and Characteristics of Professional Excellence
- Assist with organizing, preparing, and teaching all areas of the curriculum, including lesson plans and assessments (assisting with report cards)
- Work comfortably in small groups for language arts and math with all ranges of ability of students
- Work 1:1 with students who need support or enrichment; able to run a group without step by step instructions
- Provide assistance conducting various individual assessments, as the teacher directs
- Clerical: photocopying, checking papers, filing, laminating, daily folders
- Assist with escorting students to and from special area classrooms and with lunch and after-school duties
- Provide assistance with all classroom and school duties

Other Duties & Responsibilities: (any other duties assigned)

- Lunch Duty (check schedule)
- Traffic Duty
- Study Hall (check schedule)-requires staying late one day a week
- Work with teacher to prepare classroom & outdoor bulletin boards
- Work the dance recital
- Attend all Graduations
- Attend Parish School Sunday
- In absence of the lead teacher, assume the lead position
- May be called to Sub in other classrooms, as needed

JOB QUALIFICATIONS:

- Experience working with young children in a school setting
- Excellent computer/technology skills
- Excellent classroom management skills
- Enjoys working with children, in small or large groups, as well as with individual students
- Excellent organizational skills; works effectively to complete tasks in a timely manner
- A cheerful, friendly, and positive attitude

- The ability to take control and make decisions that benefit the children
- Confidential/ethical/and professional demeanor
- Respects confidentiality regarding student issues and parent/teacher relationships- refers parents back to lead teacher
- Is comfortable in the “associate” role
- Ability to be given “classroom duties” such as creating a bulletin board or teaching a lesson

DEGREE:

- Associates degree in Elementary Education. Bachelors in Early Childhood or Elementary Education preferred
- Associate teachers are expected to have or be working towards an AA degree in Education or Early Childhood Education

PHYSICAL & WORKING CONDITIONS:

- Regularly required to sit, stand, walk, stoop, squat, talk, hear, operate a computer, and use hand-held learning devices and other school equipment throughout the day
- Must be sighted and capable of hearing or use prosthetics that will enable these senses to function adequately so the requirements of the position can be fully met
- Must be able to:
 - Reach and push with hands and arms
 - Climb up and down stairs
 - Work in a fast-paced environment dealing with a wide variety of diverse challenges, deadlines, and array of contacts
 - Be able to lift 20 pounds and occasionally lift up to 50 pounds
 - Work outside on the playground in varied weather conditions, including extreme heat
 - Stand and move around for prolonged periods of time
 - Repeatedly bend, kneel and sit on the floor

The above describes the general nature and level of work. It is not intended to be an exhaustive list of all responsibilities and duties required as they are ever changing in a dynamic work environment.

HOURS:

7:45a.m – 3:45p.m

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| 7:45 a.m. - 8:00 a.m. | Classroom Preparation and/or any other duties assigned |
| 8:10 a.m. - 3:00 p.m. | Regular School Hours |
| 3:00 p.m. - 3:45 p.m. | Dismissal Duties, After-school help, etc. |

7:30 a.m. – 3:30p.m.

Late Start Days

May include, but is not limited to, any additional hours needed to successfully execute the tasks necessary to be a well-prepared, professional, and dedicated teacher.

Attendance at all Wednesday 3:30pm – 5:00pm., and late start faculty meetings is required

My signature below certifies that I have read and understand my duties as listed in this document.

Signature: X_____

Date: X_____