

Job Title: **P-TEACH Apprentice I**  
 Job Family: **ParaEducator Specialists**  
 Pay Program: **Classified**  
 Typical Work Year: **9 months**

Job Code: **1278**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 1**

**SUMMARY:** Assist students with classroom activities. Implements the teacher’s instructional plan. Performs tutoring, both individually and with small groups to ensure mastery of content. These grant funded internships will be filled by students currently in the P-TEACH program who will work with students in a variety of settings from PreK-12th grade as determined by the coordinator. Student apprentices will receive direct support and mentoring from a dedicated Success Coach.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Assist students with classroom activities. Implements the teacher’s instructional plan. Performs tutoring, both individually and with small groups to ensure mastery of content. Responsibilities include implementation of age-appropriate educational activities; provide direction and guidance to students; support with student discipline; ensure student safety and security; communicate with appropriate stakeholders; maintain a clean and orderly classroom environment; support students as they move through daily schedules.	D	60%
2. Assist teachers in preparing materials, assistance in administering assessments, grading and attendance. Assists with paperwork and documentation as needed.	D	15%
3. Monitors students during breaks, recess, time outs, on field trips, etc.	D	10%
4. Assists with special projects. May administer first aide and/or assist students to health clinic.	D	5%
5. Attend applicable meetings /or training determined by the Success Coach or coordinator.	As needed	5%
6. Perform other duties as assigned.	Ongoing	5%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Must be enrolled in the Adams 12 P-Teach Program.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, Email, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Teacher Mentor and Success Coach	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This position has no direct supervisory responsibilities		

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**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 and fingers to handle and/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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	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			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	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			

WORK ENVIRONMENT:	Amount of Time			
	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			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	