

Job Description

Job Title: Associate Teacher

Supervisor: Principal

Position Code:

Pay Grade: 33AI

Job Classification: Exempt

Contract Length: 192 Days

Job Summary

The Associate Teacher is responsible for creating a classroom environment favorable to learning and personal growth of every student; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for becoming a responsible citizen in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members. The Associate Teacher is a non-licensed employee who commits to working on the requirements for a Virginia teaching license during the one-year employment period.

Essential Duties

1. Instructs students in a program of study which meets stated objectives and prepares students to master grade level standards.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative Regulations and procedures of Newport News Public Schools.
3. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction and to actively engage students.
5. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom by providing positive reinforcement of acceptable behaviors and modifying unacceptable behaviors.
6. Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
7. Communicates regularly with parents or guardians through conferences and other means to discuss student progress.
8. Supervises and monitors student movement and escorts students to resources, bathrooms, buses, cafeteria, room changes and other activities in the building.
9. Administers standardized testing in accordance with division testing practices.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.)

Other Duties

1. Works with a Human Resources representative to create a plan to ensure licensure requirements are completed by May 1 of every year.
2. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

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

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public. Must be willing to commit to working with a Human Resources representative to create a plan to ensure licensure requirements are completed by May 1 of every year.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: May include instructional assistants, volunteers, tutors.

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

6/23 jsa