

# EXCELSIOR CHARTER SCHOOLS

## JOB DESCRIPTION

**TITLE: Instructional Associate**

### **BASIC FUNCTION:**

Under the direction of the Principal and/or Assistant Principal, this position assists certificated teacher and provides classroom instruction to students. Assists and performs various instructional and clerical duties and responsibilities to support the teachers and academic programs.

### **ESSENTIAL DUTIES:**

- Know and be committed to Excelsior's Vision, Mission, and Values.
- Believe that all students will achieve and expect their students to achieve, and their words and deeds communicate this to their students and parents.
- Provide instructional assistance through a Facilitator/Teacher to individuals or groups of students in special classes, computer lab or other educational environment.
- Assist with tutoring, quizzes, and unit tests to check for student understanding along with other educational activities and attend to students during classroom, lab and research activities, or other activities as assigned.
- Reinforce instruction in reading skills to students with reading challenges and language, communication and behavior problems. Confer with facilitators on behalf of the family concerning programs and materials to meet the individual needs of reading students.
- Observe and control behavior of students.
- Perform a variety of clerical duties such as preparing and duplicating instructional materials, scoring papers, maintain records including attendance, grades and test scores as assigned. Maintain the confidentiality of records and information related to students and parents. Maintain inventory and requisition materials and supplies as needed.
- Assure the health and safety of students by following health and safety practices and procedures.
- Assist students with disabilities according to IEP, 504 plans as assigned.
- Assist in development and or revision of classroom curriculum.
- Assist in monitoring student's behavior; classroom management.
- Maintain a clean, organized, and orderly classroom.
- Communicate clearly so that parents and students have a clear understanding of school, vision, mission, values and curriculum standards.
- Be on duty while at school to help maintain a safe learning environment.
- Provide opportunities for students to experience success and create a climate of high expectation for all students.
- Use a variety of effective procedures to check for understanding and use the results of those procedures to improve individual student performance.
- Always be prepared for students and parents and make them feel welcome at all times; respond to student and parent concerns and requests immediately and effectively.

- Attend all required staff development meetings.
- Assist with other such duties as may be assigned, including but not limited to; supervisory duty at lunch, supervisory duty in various labs.
- Be a positive role model for all students and parents; always present a positive image of yourself and Excelsior to the community.
- Continually pursue academic and professional growth and development; always pursue academic excellence for yourself, students and parents.
- Assist with other such duties as may be assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Operation of office machines including a computer and specified software applications.

### **ABILITY TO:**

- Direct student group activities.
- Learn and apply behavior modifications techniques.
- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

## **QUALIFICATIONS:**

- A High School Diploma or Equivalent.
- 1-3 years of experience or training in relevant field.
- A Valid Driver's License

## **WORKING CONDITIONS:**

- School campus environment, office environment and various community events
- Irregular or extended work hours.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 25% sitting, 35% walking, and 40% standing
- Will require travel to various locations.