

Job Summary: Under the direction of the Principal, work directly with an assigned certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist teachers with the preparation of instructional materials; provide consistent behavior support and life skills instruction for students during lunch and recess duty.

Essential Duties and Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Work directly with an assigned certificated teacher; provide support to the teacher to ensure a team approach to managing the classroom; remain flexible and creative;
- Enable the teacher to provide increased personalized learning experiences in the classroom and ensure student's time on task is increased by providing consistent support as directed;
- Provide educational support for independent workers while teacher leads small groups;
- Work with small groups following scripted lesson plans (STAMS, etc.) using various pedagogy in a variety of learning styles as directed by the assigned teacher.
- Provide one-on-one tutoring and assessment for both individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments;
- Provide behavioral support to students according to procedures; report progress regarding student performance and behavior,
- Assist students as necessary using bathroom facilities, or other appropriate interventions for accidents or illnesses;
- Accompany students on field trips and school events (SPREE Event, etc.) as assigned;
- Meet in grade level groups on a regular basis (frequency to be determined on school site basis) with the student support team [counselor and Specialized Academic Instructor (SAI)] to discuss particular student behavior, student academic progress, and brainstorm solutions;
- Assist students as necessary using bathroom facilities, or other appropriate interventions for accidents or illnesses;
- Provide consistent behavior support for students during lunch and recess duty;
- Participate in Special Education Department trainings on instructional and behavioral strategies and legal compliance when working with students with special needs;
- Assist students during transitional periods throughout the school day, per student's Individualized Education Plan (IEP);
- Collect and maintain student data per student's Individualized Education Plan (IEP)
- Administer, monitor and score a variety of tests and assignments; rephrase materials and explain instructions and words;
- Provide support to the teacher by setting up work areas and displays, operating audio-visual equipment, and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs;
- Operate a variety of office, instructional, audio-visual, and technological equipment as assigned;
- Direct group activities of students as assigned;
- Assure the health and safety of students by following health and safety practices and procedures;
- May participate in staff meetings; attend various in-service meetings as assigned;
- Other reasonable duties within the scope of job qualifications may be assigned by supervising principal.

Supervisory Responsibilities: None

Qualifications: 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.

Required Education and/or Experience:

- High School Diploma or the equivalent;
- and two (2) years of experience working **within a classroom setting** or Associates Degree, and
- Pass a local assessment of reading and math skills, and
- Demonstrate desire and experience working successfully with students exhibiting behavior problems in the classroom.

Required Licenses and/or Certificates:

- If required to operate a vehicle in the performance of duties, operator must possess an appropriate valid California Driver's License and maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment if driving on behalf of the organization.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Must be able to write simple and complex correspondence and effectively present information in one-on-one and small group situations to students, parents, and other Springs employees.

Mathematical Skills: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability: Apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables within defined parameters.

Computer Skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software, preferably Microsoft Office applications. Must have the ability to learn and use educational software applications.

Physical Demands: The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to stand and walk for 2 hours without sitting. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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. The noise level in the work environment can range from quiet to loud. The academy site will have in excess of 100 students at any given time.