

**EDUCATIONAL SERVICES
ASSOCIATE TEACHER
JOB DESCRIPTION**

I. STATEMENT

The Court-appointed Educational Services Associate Teacher is responsible for supervision and creating an academic atmosphere for students attending school in multiple settings (detention center classroom, computer lab, and alternative classroom).

II. QUALIFICATIONS

- A. Bachelor's Degree required, background in Education preferred.
- B. Strong math and technology skills desired.
- C. Work experience with children ages 12 – 18.
- D. Must be familiar with classroom instruction and engaging resistant learners.
- E. Knowledge of and familiarity with IEP Interventions and specialized instruction.
- F. Must have strong interpersonal skills, be team oriented and able to co-teach.
- G. Valid driver's license.

III. RESPONSIBILITIES:

- A. Online Learning:
 - 1. Monitor and support online learning students.
 - 2. Ensure compliance with Court policy on appropriate material.
 - 3. Troubleshoot computer and program access problems.
 - 4. Interact with SMART Boards.
- B. Instructions:
 - 1. Provide individual and class instruction for students in major subjects and living skills.
 - 2. Review students' achievements and behavior on a daily basis. Provide a written report when necessary.
 - 3. Monitor assignments which are sent by the school and adhere to their requirements.
 - 4. Develop a positive rapport with students, which will then provide a supportive learning environment.
 - 5. Maintain basic classroom control and discipline.
- C. Supervision of lunch and study times.
- D. Participate in and provide transportation for field trips.
- E. Maintenance – the teacher will supervise the cleaning of instructional area when required, and participate in the design of a visually inviting atmosphere.
- F. Perform any other duties deemed necessary and proper by the Educational Services Director, Director of Administration and Judge.

Six-month probationary period upon hire