

JOB DESCRIPTION

Title: Teaching Associate (Enrollment)

**Primary Function:
(Job Goal)**

Assists assigned teachers in general daily classroom activities.

**Reports To:
(Accountability)**

Building Principal

Supervisory Responsibilities: None

Qualifications:

- Minimum of 30 hours of college coursework
- Letter of Approval from the Regional Office of Education

**Performance
Responsibilities:
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Assist in small group pupil instruction; tutors pupils at teacher's request.
- Assist teachers in maintaining discipline and other functions.

- Assist with set-up of classrooms and prepares materials for specialized instructional units.
- Operates standard school equipment such as laminator, copier, audiovisual, etc.
- May escort children to and from various rooms.
- Perform other appropriate duties as assigned by classroom teachers and/or the building principal.

Terms of Employment: to be determined

Evaluation:

Performance of this job will be evaluated in accordance with the Board of Education’s policy on Evaluation of Educational Support Personnel.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

Copy to Employee and Supervisor