

**Prodeo Academy  
Educational Associate  
Position Description**

**Job Title**

Educational Associate

**Primary Purpose**

An Educational Associate is a school employee who works under the supervision of a certificated/licensed staff member to support and assist in providing instructional and other services to children and youth and their families. The certificated/licensed staff member remains responsible for the overall conduct and management of the classroom or program including the design, implementation, and evaluation of the instructional programs and student progress.

**Reports to:**

Lead Educational Associate/Classroom Teacher

**Representative Responsibilities of the Position**

**Team Participant:**

- Serves as a member of the special education staff team, including participation in meetings and professional development.
- Assists colleagues to help the team grow and meet team goals.
- Communicates directly and clearly to all general and special education staff.
- Collaborate with special education and general education teachers, parents, administrators, specialists, and other professionals to ensure student needs are being appropriately met.
- Maintain professionalism by in all settings.

**Role in Special Education and General Education Settings:**

- Monitor and assist students during teacher-directed, whole class instruction.
- Monitor and support students during independent work or cooperative learning activities under teacher direction.
- Provide follow-up instruction after teacher-directed instruction.
- Provide small group instruction (pre-teaching or alternative instruction) to students under teacher direction.
- Train others (peer partners, peer tutors, volunteers, parents) to provide instruction or assistance to students under the direction of a certificated staff member.
- Support students' instructional program through the preparation of materials and the fulfillment of other clerical tasks.
- Monitor students in a variety of settings such as the cafeteria, bus loading area, playground, hallway or auditorium.

**Desired Skills and Characteristics:**

- Understanding the value of providing instructional and other direct services to all children and youth with disabilities.
- Understanding the roles and responsibilities of certificated/licensed staff and Educational Associates.
- Knowledge of (a) patterns of human development and milestones typically achieved at different ages, and (b) risk factors that may prohibit or impede typical development.
- Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality.
- Ability to communicate with colleagues, follow instructions, and use problem solving and other skills that will enable the Educational Associate to work as an effective member of the instructional team.
- Ability to provide positive behavioral support and management.
- Knowledge of the legal issues related to the education of children and youth with disabilities and their families.
- Awareness of diversity among the children, youth, families and colleagues with whom they work.
- Knowledge and application of the elements of effective instruction to assist teaching and learning as developed by the certificated/ licensed staff in a variety of settings.
- Ability to utilize appropriate strategies and techniques to provide instructional support in teaching and learning as developed by the certificated/licensed staff.
- Ability to motivate and assist children and youth.
- Knowledge of and ability to follow health, safety and emergency procedures of the agency where they are employed.
- Awareness of the ways in which technology can assist teaching and learning.

### **Qualifications**

- Bachelor's Degree (preferred); High School Diploma (required)