

**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)