

# Grass Valley School District

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<b>POSITION TITLE:</b>	<b>ASES ASSOCIATE TEACHER I/II</b>
<b>PLACEMENT:</b>	<b>CLASSIFIED SALARY SCHEDULE, STEP H OR G - 180 DAY EMPLOYEE</b>
<b>REPORTS TO:</b>	<b>BEFORE AND AFTER SCHOOL SITE SUPERVISOR</b>

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## **SUMMARY:**

Under the supervision of the Before and After School Program Site Supervisor, the School Age Associate Teacher is in charge of the day-to-day operations of the before and after school classroom and coordinates program activities related to the school day.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

- Assure the safety of each participant in the program
- Prepare classroom enrichment activities
- Teach and prepare daily, with participants, healthy and nutritious snacks
- Maintain and track daily attendance and snack, lunch, breakfast records
- Order and deliver snack, lunch and breakfast. Create snack menus
- Develop and maintain a clean and nurturing environment
- Maintain a positive and helpful attitude with adults and children
- Assist individual students in need of special attention
- Maintain proper level of small and large group control at all times
- Able to understand and relate to students who have behavioral, learning and physical disabilities
- Ability to employ appropriate behavior management techniques for acting-out behaviors, such as task avoidance, emotional outbursts, hyperactivity, and hostility
- Assist Site Supervisor with program activities
- Facilitate the adult/family/student community and agency use of the campus
- Serve as a source of information and help regarding the program
- May perform clerical duties, run duplicating machines, computers, and audio-visual equipment
- Serve as a positive role model through appearance, attitude and proper use of English
- Is punctual and demonstrates good attendance
- Bring any problem or special information about an individual student to the attention of the Site Supervisor
- Maintain confidentiality
- Perform other duties as may be assigned or reasonably be expected by Site Supervisor.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent, some college, Associate of Arts or Bachelor degree
- Technology proficient
- Prior successful experience interacting with children (K-8) within the past three years with recreation or afterschool experience

### **CREDENTIALS AND/OR SKILLS AND ABILITIES**

- Knowledge of proper English
- Knowledge of youth development principles and the basic health and nutrition needs and requirements of children
- Knowledge of behavior modification strategies and techniques
- Knowledge, ability to work with, and understand students who may have behavioral, learning or physical disabilities.
- Strong leadership skills and communication skills
- Knowledge of youth education and recreation programs and methods of implementation
- Must be able to effectively communicate in English both orally and in writing and maintain a cooperative relationship with those contacted in the course of work
- Communicate with district staff and a diverse group of students and parents sometimes in a stressful situation, using tact and diplomacy.

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## ASES ASSOCIATE TEACHER I/II (CONTINUED)

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### **CERTIFICATE REQUIREMENTS**

- High School Diploma or equivalent and/or AA/BA or pass the GVSD locally designed Highly Qualified Assessment for Teaching Assistant
- Valid CA Driver's License
- TB Test (Current within last 4 years)
- CPR Certificate

### **PHYSICAL REQUIREMENTS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Perform large and small motor activities with children. See hear and move quickly to provide safe supervision.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle, grasp/manipulate materials and supplies and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, look down, turn neck, stoop, reach, twist, kneel, crouch/squat, crawl, stand from a sitting position on the floor, push, pull, climb stairs, use a computer, use a telephone, work without guidance from supervisor, drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **WORK ENVIRONMENT:**

- Primarily a classroom setting in a public school environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date