

COLONIAL INTERMEDIATE UNIT 20  
6 Danforth Drive  
Easton, Pennsylvania 18045-7899

**POSITION DESCRIPTION**

Position: Associate Teacher

Qualifications: Highly Qualified Paraeducator:  
*Completed two years of study at an institution of higher education (completed 48 credits) or obtained an associate's (or higher) degree or met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics*

**Must meet PA state mandates for paraeducator training hours to maintain highly qualified status on a school year basis**

Experience in working with children

Effective written and oral expression

Ability to attend to students' daily living needs (bodily fluids, diapering, toileting, grooming)

Ability to provide appropriate restraint

Frequent standing, walking, reaching, bending, climbing stairs/steps, sitting, lifting, carrying, pushing, pulling, kneeling, crawling and squatting

Driving, when needed

Reports To: Supervisor of Special Education  
Classroom Teacher

Location: Any locations within Colonial Intermediate Unit 20 as assigned

Job Goal: Performs clerical, instructional, personal hygiene, and monitorial duties in a supportive role to meet the special needs and programs of students

Essential Duties and Responsibilities:

1. Arrives at designated job site according to the established work schedule and adheres to the established work schedule.
2. Communicates and works cooperatively with teachers, students, parents, IU staff, district personnel, and appropriate agency members to meet student needs.
3. Attends and participates in meetings and trainings as required.
4. Responds positively to supervision and suggestions for improvement.
5. Understands and maintains confidentiality in all matters.
6. Performs other duties as assigned by the Supervisor of the program, teacher, and/or any other professional staff.
7. Dresses appropriately according to CIU 20 and district guidelines.
8. Implements instructional plan as designated by teacher.

9. Implements behavior support plans as designated by teacher.
10. Follows the established daily classroom and students' schedules.
11. Provides teacher with data and continuous feedback concerning student progress, student behaviors, and incidents.
12. Assists in setting up and maintaining an orderly classroom environment.
13. Orients and assists the substitute teacher/associate teacher when staff is absent.
14. Attends to students' daily living needs including personal hygiene, bodily fluids, diapering, toileting, and grooming.
15. Uses universal precautions when dealing with bodily fluids in order to maintain a safe, healthy environment.
16. Physically lifts up to 40 lbs. without assistance and/or assists any student as required by students' physical needs.
17. Assists students with eating and drinking when necessary.
18. Assists in non-violent crisis intervention and provides appropriate restraint when necessary.
19. Strives to understand students' feelings and behaviors and responds appropriately.
20. Contributes toward the development and maintenance of an environment which is non-threatening, safe, and nurturing, and where the students feel respected, accepted, and welcomed.
21. Proctors testing situations for students as requested.
22. Supports and/or accompanies students in teacher-planned school and community activities.
23. Assists students in orderly, safe, and efficient transition between activities with attention to special students' needs.
24. Assists the teacher with classroom management and assumes temporary coverage to ensure students' safety when the teacher's schedule is interrupted or an emergency occurs.
25. Monitors field trips, playground activities, testing situations, and pupil activities during periods of free, independent study, or teacher-directed work.
26. Accompanies and assists students on and off school buses and vans.
27. Assists with record keeping.
28. Operates classroom and office equipment.
29. Assists in securing, preparing, collecting, and inventorying teaching equipment and materials.
30. Collects school related materials/funds when necessary.

31. Completes Personal Care Assistant Logs on a daily basis for Medical ACCESS billing purposes.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Term of Employment:

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

**(Revised 04/2009)**