

HILLSBORO SCHOOL DISTRICT 1 J

2021

JOB DESCRIPTION

T.O.S.A. – TEACHER EDUCATION ASSOCIATE/T.E.A

DIVISION: Schools and Instruction
DEPARTMENT: Special Programs
IMMEDIATE SUPERVISOR: Executive Director of Special Programs

GENERAL DUTIES: The Teacher Education Associate will support and assist intern teachers with planning, organization, and all aspects of teaching.

ESSENTIAL REQUIREMENTS:

- A. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- B. B.A. required, M.A. preferred
- C. Three years of successful classroom teaching experience
- D. Demonstrated ability to work positively, cooperatively, and collaboratively with other staff and colleagues
- E. Excellent knowledge of subject matter for all levels of special education students, K – 12
- F. Knowledge of special education law, required State paperwork, and delivery of required services for special education students
- G. Physical requirements:
 - 1. In an eight-hour day the employee may:
 - a. Stand/walk 3 - 6 hours
 - b. Sit 2 - 4 hours
 - 2. Employee may need to occasionally:
 - a. Bend, kneel, squat or climb stairs
 - b. Drive/commute 1 – 2 hours

ESSENTIAL RESPONSIBILITIES:

- A. Provide support to intern teacher through weekly observations
- B. Provide guidance in the development of classroom management procedures
- C. Assist intern with classroom design, posting of student work, organization, special requirements, progress reports, other logistics, associated paperwork and legal requirements
- D. Advise intern of appropriate classroom safety techniques

- E. Assist in locating resources needed for lesson planning, including appropriate utilization of technology in instruction
- F. Build morale, provide a “listening ear” and act as a “sounding board” for intern
- G. Review lesson plans during observational visits, assist in lesson planning as requested
- H. Assist and direct in planning and organization for child study team meetings and I.E.P. meetings
- I. Recommend techniques to foster and facilitate communication with parents and administrators
- J. Teach Model Lessons (if requested by intern)
- K. Meet regularly with Pacific University Alternative Pathway to Teaching director and district supervisor
- L. Act as a liaison between intern and district
- M. Assist and support the special education intern in carrying out assigned job responsibilities
- N. Assist in scheduling, provide suggestions, and be a resource for supervision and training activities of educational assistants
- O. Perform other duties as assigned