



Reach Associate

SUMMARY

The Reach Associate (RA) assists with instruction and takes responsibility for the non-instructional duties of one or more teachers, as designated by administration. (S)he assists with and facilitates small and large group student learning, with and without technology. (S)he works closely with the teacher(s) to coordinate various administrative duties and completes non-instructional paperwork. (S)he manages procedures and supervises student behavior during transitions, lunch recess, assemblies, and other unstructured activities, and while teacher(s) deliver instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

Instructional Assistance

- Helps with tutoring in areas of content knowledge, under the direction and using tools of the supervising teacher(s).
- Facilitate small and large groups with teacher direction.

Classroom and School Environment

- Hold students accountable for high expectations of behavior and engagement that are ambitious and measurable.
- Contribute to a culture of respect, enthusiasm, and rapport
- Manage student behavior during transitions and less structured time (e.g., recess, lunch)
- Monitor independent work time in classroom while teacher provides instruction
- Monitor and analyze student assessment data to inform rigorous instruction.
- Communicate regularly with students and families, and keep them informed of their progress.

PROFESSIONAL RESPONSIBILITIES

- Solicit and eagerly receive feedback from supervisor and team members to improve professional skills.
- Maintain administrative duties on behalf of teacher (such as taking attendance, entering grades, scheduling parent conferences, preparing student activities and assignments, checking homework , additional paperwork)
- Collaborate with other teacher(s), tutor(s), and digital lab monitor(s).

- Participate in professional development at school and within district.
- Manage the duties and schedule of supporting paraprofessionals (as needed).

CRITICAL COMPETENCIES

- Achievement-The drive and actions to set challenging goals and reach high standards of performance despite barriers.
- Concern for Order-An underlying drive to maintain or increase order in the surrounding environment.
- Serving Others-Acting with a desire to help or serve others to meet their needs.
- Impact and Influence-Acting with the purpose of influencing what other people think and do.
- Belief in Learning Potential-Believes that all students, regardless of circumstances, can learn at levels higher than their current achievement indicates

QUALIFICATIONS

- Previous experience working with children in an instructional setting.
- Bachelor's degree or Associate's degree a plus, some college coursework required
- Knowledge of subject matter being taught in K-5
- Application requirements
 - Resume
 - Letter of Interest

HOURS

- 5 days a week throughout the school year
- 8 hours a day including paid breaks
- Part-time position possible

COMPENSATION

- Classified salary schedule Grade 54, plus \$1500.00 differential pay
- NC state benefits, as well as other benefits available for review.

All applications should be sent to:

Michelle L. Burton
Chief Human Resources Officer
1724 Graham Ave
P.O. Box 7001
Henderson, NC 27536
Or
mburton@vcs.k12.nc.us

