



CLASS TITLE: Academic Support Educator (ASE)
CERTIFICATED

JOB SUMMARY

To provide students with direct instructional support using District-adopted curriculum or District research-based resources within a structure informed by student achievement data. The Academic Support Educator (ASE) is accountable for promoting standards-based literacy, numeracy, science and/or PE instruction using a Multi-Tiered System of Support (MTSS) and evidence-based interventions when applicable to the position. Work is performed under the supervision of the principal and administration.

ESSENTIAL DUTIES

Plans, prepares, and delivers lesson plans and instructional materials that help students progress towards mastery of grade level standards. Develops schemes of work and lesson plans that are in accordance with established procedures;

Instructs and monitors students in the use of learning materials and equipment;

Uses relevant technology to support and differentiate instruction, if applicable;

Manages student classroom behavior by developing, communicating, and enforcing school-wide and classroom behavior expectations and procedures;

Maintains student discipline in accordance with the rules and disciplinary systems of the school;

Provides appropriate feedback on student work;

Encourages and monitors the progress of individual students and uses information/data to adjust teaching strategies;

Provides guidance and feedback to instructional aides assigned to classroom/students;

Maintains accurate and complete records of students' progress and development;

Implements IEP and 504 plan supports in collaboration with special education teachers and related service providers;

Nurtures and guides students to be thoughtful community members;

Provides guidance and advice to students on educational and social matters;

Communicates necessary information regularly and in a timely manner to students, colleagues, and parents regarding student progress towards grade level standards and student needs;

Establishes and communicates clear objectives for all learning activities;

Prepares classroom for class activities;

Creates a classroom environment that welcomes all students;

Provides/creates a variety of learning materials and resources for use in educational activities;

Observes and evaluates students' performance and development;

Participates in setting goals for student achievement based upon data;

Participates in appropriate professional activities, including professional development and obligations related to the educational programs of the District;



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Works professionally and collaboratively with colleagues, administrators, and other District staff;

Teach and coordinate Tier 2 intervention for target students for academic content areas;

Participates in Student Success Team process, which may include written communication, to assist in coordination of intervention services.

DESIRABLE QUALIFICATIONS:

Successful experience working with a diverse student population

Teaching experience at more than one grade level or in a variety of environments

Experience implementing the MTSS/problem-solving model

Experience working in a Professional Learning Community

Skills in analyzing and using data to make instructional and behavioral decisions

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Use of data to inform instruction and create plans

Effective problem-solving skills and teaching strategies

Exemplary organizational, communication, and people skills

Integration of technology in classroom instruction, if applicable

ABILITY TO:

Communicate effectively orally and in writing

Model “best” instructional practices and curriculum integration techniques

Establish positive relationships among staff members at all levels

Work effectively and flexibly in a variety of environments

Read a variety of materials

Exchange information and make presentations

Assist students or staff

Prepare materials

Use a computer and other technology-based equipment

EDUCATION AND EXPERIENCE:

Credential Requirements

Valid California Teaching Credential (CA Multiple Subjects and/or Single Subject Credential)

CLAD or EL Authorization

WORKING CONDITIONS:

ENVIRONMENT:

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time

Variable hours

Physical agility and stamina

Lifting light objects weighing up to 15 pounds