



**Job Title:** Reach Associate

**Wage/Hour Status:** Exempt

**Reports to:** Campus Principal  
**Pay Grade:** 5

**Dept./School:** To be assigned

**Days:** 187

**Primary Purpose:** The Reach Associate provides both instructional and noninstructional support to a team of teachers, as designated by the team’s multi-classroom leader. (S)he works closely with the teacher to complete various administrative tasks and noninstructional paperwork. (S)he manages procedures and supervises student behavior during transitions, lunch, recess, assemblies, and other unstructured activities, and while teacher(s) deliver instruction. In some schools, (s)he aids instruction by supervising time on projects, skills practice, and digital learning, and/or by instructing students in small groups or individually. All activities are directed by the multi-classroom leader or team reach teachers.

**Qualifications:**

**Education/Certification:**

- High School Diploma, Bachelor’s degree preferred but not required
- Associate’s Degree, 48 semester hours, or academic assessment
- Ability to meet the ESSA requirements
- If assisting with instruction: Knowledge of subject matter being taught

**Major Responsibilities and Duties:**

**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.

**Instruction**

- Tutor small groups and individuals, under the direction and using the tools/rubrics of the supervising teachers.
- Supervise projects, skill practice, and digital learning.

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**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 teacher(s), tutor(s), and digital lab monitor(s), if applicable
- Participate in professional development opportunities

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I have read, understand, and attest to the above description and funding relating to my daily activities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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