



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Interim Learning Associate
Payroll/Personnel Type:	10 Month
Job #:	8788
Reports to:	Building Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible
Starting Salary:	\$44,990.40

Position Summary:

SLPS is seeking talented educators with a broad knowledge base in curriculum and pedagogy, on an as-needed basis. In this position, Teachers are expected to plan, organize, and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations. Our diverse student population deserves and appreciates teachers committed and passionate about their work.

Essential Functions:

- Develop lesson plans and appropriate instructional aides stressing laboratory learning methods
- Demonstrates instructional concepts using representations such as models, boards, projectors, and other standard or teacher-prepared instructional aides
- Design learning activities that will connect student learning to their physical world and other content areas
- Design learning activities that will allow students opportunities to communicate orally and written with others
- Creates and maintains an inviting, stimulating instructional area with attractive student-centered bulletin board displays, learning centers, and projects consistent with the physical limitations of the teaching area
- Supports the program of study, using a variety of instructional techniques, instructional media, and technology
- Analyzes and uses appropriate data to guide instruction and develop assessments
- Prepare for classes assigned and show written evidence of preparation upon request of the principal
- Demonstrate an overall knowledge of one's discipline(s) that allows him/her to teach to the student's ability levels and learning styles
- Maintain accurate, complete, and correct records as required by law, district policies, and administrative regulations
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Encourage students to set and maintain standards of classroom behavior
- Communicate expectations, criteria for assessment, student progress, and student strengths/weaknesses to parents and students
- Assesses students' special needs and collaborates with school services and community agencies to meet those needs
- Maintain confidentiality of information concerning students, colleagues, and parents
- Modifies own professional development plan to improve instructional performance and promote student learning
- Demonstrate high standards of professionalism and ethics



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- Assist in upholding and enforcing school rules, administrative regulations, and Board policies
- Performs other tasks as assigned

Knowledge, Skills, and Abilities:

- Possess knowledge of district policies and mandates related to parent involvement, discipline, and student achievement
- Possess a willingness to interact on a personal level with parents
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff, and parents in a variety of settings
- Develop trusting relationships with parents, teachers, and students
- Work effectively on a team and with parents
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs, and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, and urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities
- Possess a willingness to collaborate with community agencies

Education:

- Valid Missouri Substitute Teaching Certificate (required)

Experience:

- Working with culturally, diverse parents and families in an urban educational setting
- Serving effectively in a collaborative team setting
- Must have 325 hours as a teacher of record while serving as a substitute or in a like role in an SLPS classroom (internal) OR
- Served successfully for one year as a teacher of record as a substitute or in a like role
- Must have supervisor's recommendation (references will be verified for internal candidates only)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional

