ATTENTION Elementary Education Majors

Combine your Internships with Full-Time Employment by becoming a part of our new partnership program:

Teacher in Residence

New Opportunity for 5 Select Education Majors!

Looking for a way to get ahead in a competitive teaching field while also earning money?

Apply to be a part of a new Teacher in Residence program with UCP. This program combines UCF’s internship I & II experiences with a full-time teacher assistant position at UCP Bailes Elementary. You will work with teachers in the most inclusive elementary school in Orange County, while also receiving the support of UCF faculty to complete internship requirements. All elementary education majors welcomed to apply, and exceptional education minors encouraged.

For more information, contact Dr. Rebecca Hines
rebecca.hines@ucf.edu

Apply now and start your new job right away!
### Teacher in Residence

#### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Paraprofessional/TA K-12th Grade Teacher In Residence UCF</th>
<th>Revised: 3/18/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Education</td>
<td>Reports To: School Administrator</td>
</tr>
<tr>
<td>Supervises:</td>
<td>No</td>
<td>Exempt [x] Non Exempt [ ]</td>
</tr>
</tbody>
</table>

#### Job Specifications:

(Minimum knowledge, skills and abilities required)

Select UCF students will complete internships while working full time as teacher assistants. The Teaching Assistant/TIR supports the Teacher in ensuring all students are achieving at high levels academically, socially, and emotionally. The TIR must believe all children can learn. They must also have a strong understanding of evidence-based age-appropriate curriculum and instructional strategies, enthusiasm for innovative practices, willingness to participate as an active member of a multi-disciplinary team, and possess the ability to adapt activities in order to incorporate the diverse strengths of students. **UCF education majors will complete level I and level II internships through this position.**

#### Education and Training: (or equivalent)

- **Degree in progress** and/or minimum of 6 Education credit OR
- Score of 464 or higher on the *ETS Parapro test*
- First Aid/CPR Certification
- DCF 45 hrs within 1 year

#### Minimum Experience:

2 years experience working in a K-12th grade classroom preferred OR current UCF elementary education major with exceptional education minor (preferred)

Prefer experience working with children with and without special needs in a multi-disciplinary education setting

#### Job Responsibilities:

1. Assist teacher in creating a climate of acceptance for all students.
2. Perform teacher duties in absence of the teacher, including, but not limited to developing/following lesson plans, and leading other staff in the classroom.
3. Implement lesson plans and individual student goals and objectives pursuant to Teacher direction.
   a. Assist with tracking student progress of individual goals.
4. Develop and lead the physical education program for respective classroom based on the Florida Next Generation Sunshine State Standards.
5. Utilize and ensure consistent implementation of behavior techniques and classroom management techniques.
6. Utilize, develop, and adapt developmentally appropriate and engaging curricula and instructional materials in order to ensure access for all
students.

7. Ensure and provide basic care giving duties (utilizing universal health and safety precautions) for children, including, but not limited to changing diapers, feeding children, and cleaning children’s hands, faces, etc.

8. Ensure and carry out daily/weekly housekeeping chores for the classrooms, including, but not limited to sweeping floors after meals and activities, wiping tables and counters, cleaning changing tables, placing trash in appropriate containers, and washing, sterilizing and putting away equipment (toys, laundry and dishes).

9. Timely completion of incident reports to appropriate supervisor.

10. Assist in the communication with therapists and other special service agencies, and incorporate therapy and other special requirements into class activities.

11. Maintain positive staff and parent interactions and communication.
   a. Assist in providing weekly progress notes for each child.

12. Ensure School Administrator, Teacher and/or Enrichment Program Coordinator is informed of all parent and individual student concerns and complaints.

13. Participate in required meetings and trainings.

14. Ensure compliance with procedures, requirements and guidelines set forth by UCP, HIPAA, NAEYC, Department of Education, 4C, Department of Children and Families, and other State and Federal agencies.

15. Perform other duties as assigned.

**Physical Requirements:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>0% = Zero (O)</th>
<th>1-35% = Little (L)</th>
<th>36-70% = Moderate (M)</th>
<th>71-100% = Great (G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending/stooping</td>
<td>O L M G</td>
<td>SITTING</td>
<td>O L M G</td>
<td></td>
</tr>
<tr>
<td>Reaching above/below the waist</td>
<td>O L M G</td>
<td>Crawling</td>
<td>O L M G</td>
<td></td>
</tr>
<tr>
<td>Lifting</td>
<td>O L M G</td>
<td>Kneeling</td>
<td></td>
<td>O L M G</td>
</tr>
<tr>
<td>Walking</td>
<td>O L M G</td>
<td>Pushing/pulling movements</td>
<td>O L M G</td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>O L M G</td>
<td>Color perception</td>
<td></td>
<td>O L M G</td>
</tr>
</tbody>
</table>

**Working Conditions:**

- **Hot**
  - Mechanical
  - O L M G
- **Cold**
  - Gloves necessary
  - O L M G
- **Dusty**
  - Bleach, soaps, water
  - O L M G
- **Outdoor Elements**
  - Chemical Exposure
  - O L M G
- **Operate motor vehicle**
  - Hazardous substances
  - O L M G

**Bolded and Underlined** items reflect Working Conditions.

The following are necessary to do the tasks of this potion:

- Seeing
- Hearing
- Talking

I understand the above job responsibilities.

__________________________  __________________________
Name                                           Date

__________________________
Signature