NEWPORT NEWS PUBLIC SCHOOLS

Job Description

Job Title: Associate Teacher **Supervisor:** Principal
Position Code: **Pay Grade**: 33AI
Job Classification: Exempt **Contract Length**: 192 Days

Job Summary

The Associate Teacher is a non-licensed employee with a bachelor's degree who is actively enrolled in an approved teacher licensure program while serving as a classroom teacher. This position provides a structured pathway from long-term substitute teaching to full teacher licensure. Associate Teachers are expected to teach in a content area that aligns with their licensure program and to make consistent progress toward obtaining their teaching license within the established timeline. The Associate Teacher reports directly to the building principal and works closely with Human Resources throughout the licensure process. The Associate Teacher will meet with Human Resources at designated intervals to review progress, confirm completion of licensure requirements, and ensure that they remain on track to obtain full licensure within the established timeline. The goal of the Associate Teacher position is for the candidate to successfully complete the licensure program, obtain full teaching licensure, and transition into a fully licensed teaching position.

Program Requirements

1. Completes all required licensure coursework.
2. Passes the required Praxis or other applicable licensure examinations.
3. Completes all required certification and licensure requirements.
4. Meets all established program milestones and checklist requirements within the designated timeline.

Essential Duties

1. Maintains regular communication with the building principal regarding classroom responsibilities and professional growth.
2. Meets with Human Resources as required to review licensure progress and address any outstanding requirements.
3. Demonstrates professional growth and effective classroom practice while completing licensure requirements.
4. Instructs students in a program of study that meets stated objectives and prepares students to master grade-level standards.
5. Instructs students in citizenship and basic subject matter specified in state law and the administrative regulations and procedures of Newport News Public Schools.
6. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course/SOL standards; provides individualized and small-group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
7. Translates lesson plans into learning experiences to best utilize the available time for instruction and to actively engage students.
8. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom by providing positive reinforcement of acceptable behaviors and modifying unacceptable behaviors.
9. Evaluates the academic and social growth of students, prepares report cards, and keeps appropriate records, including attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
10. Communicates regularly with parents or guardians through conferences and other means to discuss student progress.

11. Supervises and monitors student movement and escorts students to resources, bathrooms, buses, cafeterias, room changes, and other activities within the building.
12. Administers standardized testing in accordance with division testing practices.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.)

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings, and other professional activities.
2. Participates in various student and parent activities that occur in the school, including PTA, student clubs, and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a bachelor's or master's degree. Must possess the ability to communicate effectively, both verbally and in writing. Must be enrolled in a teacher licensure program or enroll in a teacher licensure program within 30 days of hire.

Working Conditions & Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: May include instructional assistants, volunteers, tutors.
Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

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Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

9/2026 JSA