

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Assistant Teacher

QUALIFICATIONS:

- Complete at least two years and/or 48 credit semester hours at an institution of higher education, and Associate's Degree or higher, or demonstrate through a state or local academic assessment (ACT WorkKeys) knowledge of and the ability to assist in the instruction of reading, writing, and math
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Teacher, Assistant Principal, Principal, and EE Director (if paid out of IDEA)

SUPERVISES: N/A

JOB GOAL: To provide students with academic skills necessary to function in daily living for achieving success on state and national achievement tests and to serve as a foundation for learning at the next grade level

PERFORMANCE AND RESPONSIBILITIES:

- Work cooperatively with all staff
- Work within the framework of the Sunflower County Consolidated Schools as set forth in the line organizational chart
- Model good reading, writing, and speaking skills for students
- Work directly with students reinforcing skills taught by the teacher in basic language, mathematics, reading, and social skills
- Monitor written assignments as students work and provide opportunities for immediate re-teaching/reinforcing when misunderstandings of an assignment is detected
- Work with a large group when reading to the group and/or playing vocabulary games
- Work with individual or small groups to reinforce basic language, reading, mathematics, and social skills
- Assist the classroom teacher on the playground in teaching and coaching physical activities that strengthen large motor skills
- Follow daily schedule as outlined by the lead teacher, assistant principal or principal
- Assist in preparing material (e.g., charts, posters, board work, and correcting work), assist in displaying students' work, and distribute and collect papers
- Supervise independent student study
- Attend and participate in professional development activities
- Follow directions of the principal, assistant principal and classroom teacher

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- Assist the classroom teacher with resources files, student unit, and learning centers
- Accompany small groups of students to and from various locations within the school
- Assist the lead teacher in the instructional planning process
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)