

TITLE: ASSISTANT

QUALIFICATIONS:

1. High school diploma or equivalent
2. Two (2) years of college experience or completed WorKeys which meets highly qualified status

REPORTS TO: Teacher

JOB GOAL: To assist the teacher and/or other school personnel by performing assigned tasks.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores and records such assessments as the teacher recommends for individual students.
2. Assists the teacher in devising special strategies for reinforcing content or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
3. Assists the teacher(s) in preparing materials and equipment for instructional activity, including locating, copying, collating, distributing and/or grouping materials to support instructional activities planned by the teacher.
4. Follows appropriate training and leads small group activities planned by the teacher in an atmosphere in which students are actively engaged in meaningful learning experiences.
5. Assists the teacher with technology needs of students.
6. Assists the teacher with student supervision and the enforcement of classroom rules as assigned.
7. Assists the teacher in maintaining the security of records, materials and equipment.
8. Communicates effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
9. Demonstrates initiative in the performance of assigned responsibilities.
10. Keeps teacher informed of potential problems or unusual events.
11. Responds to inquiries and concerns in a timely manner.
12. Demonstrates support for the school system and its goals and priorities, including adherence to policies, laws and procedures.
13. Participates in professional development programs, as assigned.
14. Performs such other tasks as may be assigned by proper authorities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Florence City Schools

Approved by Board of Education 11-12-13