**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Teacher

*This positions applies to any individual hired in the capacity of assisting in the instructional setting and includes: Special Education Assistant, Native American Tutor, Library Assistant, Pre-K Assistant, and Title I Assistant*

**TITLE OF SUPERVISORS:** Teacher and Principal

**GENERAL RESPONSIBILITIES:** Assists as directed by the teacher in improving

the student’s basic skills in reading and other academic areas.

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

Assistant teachers shall have, at a minimum, a 2-year degree or completed 48 hours of college coursework or have a passing score on the ACT Work Keys Assessment Test.

**DESCRIPTION OF DUTIES:**

1. Assumes responsibilities as directed by the teacher and principal.

2. Operates within school district policies and procedures.

3. Promotes a positive image of the school district program to the public.

4. Works harmoniously with supervising teacher, staff, and students.

5. Contributes to the development and implementation of a successful instructional program.

6. Listens to students read orally and share experiences through oral expression skills.

7. Assists individuals and small groups with skill development in reading language, mathematics,

writing and interpreting directions to reinforce learning concepts.

8. Assists students with drill or additional instruction and review of skills missed through absences.

9. Sets up and operates audio-visual aids to present/review subject matter to class.

10. Reads stories and monitors small group discussion and interaction.

11. Distributes and collects teaching materials such as textbooks, worksheets, tests, or writing paper and pencils.

12. Assists in maintaining order in the classroom, cafeteria, playground, etc.

13. Works cooperatively with the teacher in the instructional planning process.

14. Assists in the general neatness/attractiveness of the classroom and room arrangements such as learning centers, bulletin boards and displays, and regrouping of furniture for group activities.

15. Puts work on the marker-board and assists in preparing stencils, charts, posters, and correcting papers.

16. Serves as an effective role model for primary grade students.

17. Assists in planning and conducting field trips.

18 Takes class to the library to assist librarian in working with students and selecting materials.

19. Encourages students to have positive attitudes about self and work.

20. Adheres to district and school policies and regulations regarding work, breaks, attendance, etc.

22. Performs hall, lunchroom, and bus duty.

23. Performs any other duties assigned by the supervising teacher or principal