

Title: Resource/ Helping Teacher: Elementary (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Assumes responsibility for helping teachers increase their skills and improve their performance.

- Assists in orientation, induction and training of new teachers.
- Coordinates and cooperates with the principal and curriculum specialists in formulating in-service training programs for teachers within the individual buildings to which he/she is assigned.
- Assists in the evaluation, development and improvement of courses of study and instructional activities.
- Coordinates the course work of all areas of the school.

Any and all duties as assigned by School Principal

Leadership-Assumes leadership in helping teachers improve classroom instruction and classroom management procedures.

- Observes, consults with and assists individual classroom teachers in their instructional and classroom performance.
- Participates in departmental/grade level meetings at the local school level.
- Assists in coordination of local school testing.
- Assists in the selection of media.

Management-Implements practices and procedures to maintain an adequate learning environment.

- Assists in collecting, processing and utilizing student test data.
- Assists in collecting, processing and utilizing resource materials.

Student Services-Initiates practices designed to promote the success and well-being of students.

- Works directly with individual students requiring special instructional help.
- Works with School Building Level Committee that deals with children who are experiencing behavior and/or academic problems.

School/Community Relations-Initiates practices designed to provide for effective school/community relations.

- Participates in teacher and parent conferences as related to instruction.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development. • Makes use of recommendations for improvement.

Minimum Qualifications: Louisiana Teaching Certificate in Elementary Education, Master's Degree, five (5) years teaching experience, and outstanding human relations and communication skills.

Terms of Employment: 9 1/2 Months

Reports to: School Principal

Supervises: None

Job Goal: To help teachers increase their skills and improve their performance so that each child in the district may be provided with educational opportunities of a consistently high standard. This is not a supervisory position.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____
(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.