

## SCHOOL DISTRICT OF DESOTO COUNTY

### INTERIM SUBSTITUTE – SCHOOL SUPPORT

#### JOB DESCRIPTION

##### QUALIFICATIONS:

1. High school diploma or equivalent (GED) (required).
2. Preferred qualifications:
  - a. Two (2) years of study at an institution of higher education; OR
  - b. Associate's or higher degree;
  - c. Bachelor's degree or higher
3. Satisfactorily complete the School District of DeSoto County Substitute Teacher Workshop
4. Satisfactory criminal background check and drug screening.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

##### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide instructional assistants to meet the needs of students in the absence of a teacher.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

###### Planning/Preparation

- \*(1) Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
- \*(2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- \*(3) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- \*(4) Develop or select instructional activities which foster active involvement in the learning process.
- \*(5) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs, and provide reasonable accommodations when appropriate.
- \*(6) Assist in assessing changing curricular needs and plans for improvement.

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## INTERIM SUBSTITUTE – SCHOOL SUPPORT (Continued)

### Administrative/Management

- \* (7) Maintain a positive, organized and safe learning environment.
- \* (8) Maintain the established routines and procedures of the school and classroom.
- \* (9) Use time effectively.
- \* (10) Manage materials and equipment effectively.
- \* (11) Use effective student behavior management techniques.
- \* (12) Enforce school rules, administrative regulations and Board policies.
- \* (13) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- \* (14) Use technology resources effectively.
- \* (15) Coordinate and monitor the work of volunteers and assistants when assigned.
- \* (16) Provide student supervision before, during, and after school while they are loading, riding, and unloading buses, on the playground, in the cafeteria, in a learning or practice situation, following appropriate training, as assigned.

### Assessment/Evaluation

- \* (17) Use assessment strategies, traditional and alternative, to assist the continuous development of students.
- \* (18) Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.
- \* (19) Establish appropriate testing environment and test security.
- \* (20) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \* (21) Evaluate the effectiveness of instructional units and teaching strategies.

### Intervention/Direct Services

- \* (22) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- \* (23) Communicate high learning expectations for all students.
- \* (24) Apply principles of learning and effective teaching in instructional delivery.
- \* (25) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \* (26) Use appropriate material, technology, and other resources to help meet learning needs of all students.
- \* (27) Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- \* (28) Use classroom management techniques conducive to an effective classroom environment
- \* (29) Provide differentiated instruction to meet the needs of students.
- \* (30) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \* (31) Provide instruction on safety procedures and proper handling of materials and equipment.
- \* (32) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

### Technology

- \* (33) Use appropriate technology in instructional delivery.
- \* (34) Use technology to establish an atmosphere of active learning.
- \* (35) Provide students with opportunities to use technology to gather and share information with others.

## INTERIM SUBSTITUTE – SCHOOL SUPPORT (Continued)

- \*(36) Facilitate student access to the use of electronic resources.
- \*(37) Explore and evaluate new technologies and their educational impact.
- \*(38) Use technology to review student assessment data.
- \*(39) Use technology for administrative tasks.

### Collaboration

- \*(40) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(41) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \*(42) Collaborate with other professionals and parents after recognizing student distress or abuse.
- \*(43) Collaborate with peers and other professionals to enhance student learning.

### Staff Development

- \*(44) Engage in a continuing improvement of professional skills and knowledge.
- \*(45) Maintain expertise in assigned area to fulfill position goals and objectives.

### Professional Responsibilities

- \*(46) Demonstrate initiative in the performance of assigned responsibilities.
- \*(47) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(48) Ensure adherence to good safety standards.
- \*(49) Model and maintain high ethical standards.
- \*(50) Keep supervisor informed of potential problems or unusual events.
- \*(51) Use effective, positive interpersonal communication skills.
- \*(52) Respond to inquiries and concerns in a timely manner.
- \*(53) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(54) Maintain confidentiality of student and other professional information.
- \*(55) Comply with policies, procedures and programs.
- \*(56) Exercise appropriate professional judgment.
- \*(57) Support school improvement initiatives.
- \*(58) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(59) Demonstrate support for the school district and its goals and priorities.
- \*(60) Perform other tasks consistent with the goals and objectives of this position.

### Student Growth and Achievement

- \*(61) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(62) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- \*(63) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved Compensation Plan. Length of the work year and hours of employment shall be those established by the district.

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**COMPENSATION:**

Compensation for this position is Compensation for this position is the INTERIM SUBSTITUTE RATE highlighted in the Employee Compensation Plan.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.