

SCHOOL DISTRICT OF DESOTO COUNTY

ASSOCIATE TEACHER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associates Degree or 60 hours of College Credit
- (2) Selected to participate in DeSoto University Program.
- (3) Signed an agreement to be employed with the School District of DeSoto County as a certified teacher for four years following the completion of the DeSoto University Program.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school procedures and policies. Ability to adapt to different situations and schedules. Knowledge of the techniques and procedures used in working with students with varying abilities. Ability to relate and communicate effectively with students, teachers, and parents. Ability to plan and/or implement instruction. Operate or learn to operate a variety of technology and equipment. Ability to use varied teaching methods. Ability to cooperate and work as a member of a team. Ability to handle problems, concerns and emotional distress with sensitivity and tact. 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. Work with mentor to

REPORTS TO:

Principal or designee

JOB GOAL

To provide an educational experience in which primary grade students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

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) Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs and activity areas.
- * (3) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

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ASSOCIATE TEACHER (Continued)

- * (4) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- * (5) Use Individual Education Plans (IEPs), Limited English Proficiency (LEP) plans and 504 plan goals as a basis for planning differentiated instruction.
- * (6) Develop or select instructional activities which foster active involvement in the learning process.
- * (7) Assist in assessing changing curricular needs and plans for improvement.
- * (8) Provide differentiated instruction to meet the needs of students.
- * (9) Provide learning centers to increase involvement of students in hands-on experiences.

Administrative/Management

- * (10) Use time efficiently.
- * (11) Maintain a positive, organized and safe learning environment.
- * (12) Use effective student behavior management techniques.
- * (13) Enforce school rules, administrative regulations and Board policies.
- * (14) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- * (15) Use technology resources effectively.
- * (16) Coordinate and monitor the work of volunteers and assistants when assigned.
- * (17) Maintain a clean and orderly environment for students.

Assessment/Evaluation

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

Intervention/Direct Services

- * (23) Demonstrate knowledge and understanding of subject matter.
- * (24) Communicate high learning expectations for all students.
- * (25) Apply principles of learning and effective teaching in instructional delivery.
- * (26) 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.
- * (27) Use appropriate material, technology, and other resources to help meet learning needs of all students.
- * (28) Provide appropriate instructional modification for students with special needs, including students with disabilities and students who have limited English proficiency.
- * (29) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- * (30) Provide instruction on safety procedures and proper handling of materials and equipment.
- * (31) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

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ASSOCIATE TEACHER (Continued)

Collaboration

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

Staff Development

- *(36) Engage in a continuing improvement of professional skills and knowledge.
- *(37) Participate successfully in the training programs offered to increase skill and proficiency related to subject area.
- *(38) Work with program mentor to continuously improve professional practices.

Professional Responsibilities

- *(39) Demonstrate initiative in the performance of assigned responsibilities.
- *(40) Complete all assignments in accordance with associated timelines when participating in DeSoto University.
- *(41) Meet with program mentor as required while participating in DeSoto University.
- *(42) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(43) Ensure adherence to good safety standards.
- *(44) Model and maintain high ethical standards.
- *(45) Keep supervisor informed of potential problems or unusual events.
- *(46) Use effective, positive interpersonal communication skills.
- *(47) Respond to inquiries and concerns in a timely manner.
- *(48) Serve on school/district committees as required or appropriate.
- *(49) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(50) Demonstrate support for the school district and its goals and priorities.
- *(51) Maintain confidentiality regarding student information and school/workplace matters. Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 10 pounds of force 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.

COMPENSATION:

Compensation for this position is Pay Lane **B08**

EVALUATION:

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

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