

# SCHOOL DISTRICT OF DESOTO COUNTY

## LEARNING SUPPORT ASSISTANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Must meet one of the following:
  - a. Two (2) years of study at an institution of higher education (equivalent to a minimum of 60 credit hours); or
  - b. Associate's or higher degree; or
  - c. Knowledge and ability to assist in instruction in core subjects as verified by a rigorous state or local assessment (ParaPro).
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to support instruction of students in small groups or individually. Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA). Ability to work with parents, students, staff, and community partners in a professional manner. Ability to handle problems, concerns, and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Basic understanding and knowledge of current technology. Ability to plan, establish priorities and implement activities for maximum effectiveness.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide targeted instructional support within the classroom, with a primary focus on intervention and small group instruction to accelerate student progress. To provide instructional support to meet the specialized needs of students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- (1) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- (2) Confer with teacher on progress of students.
- (3) Serve as substitute teacher when necessary.
- (4) Follow student's progress (or more frequently if needed) to monitor attendance, and academic progress; collaborate with appropriate school personnel to support the student's progress and ongoing success.

## LEARNING SUPPORT ASSISTANT (Cont.)

### **Administrative/Management**

- (5) Use time efficiently.
- (6) 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.
- (7) Assist in maintaining the security of records, materials, and equipment.
- (8) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- (9) Maintain a clean and orderly environment for students.

### **Professional Responsibilities**

- (10) Act in a professional and ethical manner and at all times.
- (11) Demonstrate attention to punctuality and regular attendance.
- (12) Maintain confidentiality of student, school/workplace and other professional information.
- (13) Comply with policies, procedures and programs.
- (14) Exercise appropriate professional judgment.
- (15) Support school and staff.
- (16) Perform other duties and responsibilities consistent with the goals and objectives of this position as assigned by supervisor.

### **Intervention/Direct Services**

- (17) Provide instructional assistance in the classroom as planned or coordinated by the teacher or administrator, with emphasis on targeted intervention for students performing below grade-level expectations.
- (18) Lead small group intervention sessions within the classroom, following appropriate training and teacher plans, ensuring students are actively engaged in skill-building activities aligned to grade-level standards.
- (19) Use classroom management techniques conducive to an effective classroom environment.

### **Assessment/Evaluation**

- (20) Assist in monitoring and assessing student progress in intervention and small group settings as directed, including administering probes, progress monitoring tools, and maintaining confidential records.
- (21) Assist in evaluating the effectiveness of interventions and small group instruction; seek and suggest ways of continuous improvement using data-driven insights.
- (22) Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
- (23) Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.

### **Collaboration**

- (24) Work closely with teacher(s) or other professionals to create a quality instructional environment.
- (25) Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgement.
- (26) Exercise service orientation when working with others.
- (27) Exhibit interpersonal skills to work as an effective team member.

### **Staff Development**

- (28) Maintain expertise in assigned area to fulfill position goals and objectives.
- (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

## **LEARNING SUPPORT ASSISTANT (Cont.)**

### **Professional Responsibilities**

- (30) Demonstrate initiative in the performance of assigned responsibilities.
- (31) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (32) Ensure adherence to good safety standards.
- (33) Model and maintain high ethical standards.
- (34) Keep supervisor informed of potential problems or unusual events.
- (35) Use effective, positive interpersonal communication skills.
- (36) Respond to inquiries and concerns in a timely manner.
- (37) Serve on school/district committees as required or appropriate.
- (38) Follow federal and state laws as well as School Board policies, rules and regulations.
- (39) Demonstrate support for the school district and its goals and priorities.
- (40) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (41) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (42) Maintain confidentiality regarding student information and school/workplace matters.
- (43) Participate in cross-training activities as required.
- (44) Perform other tasks consistent with the goals and objectives of this position.

### **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.

### **COMPENSATION:**

Compensation for this position is Pay Lane **A03**

### **EVALUATION:**

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