

DEPARTMENT/SITE: Elementary & Secondary School

QUALIFICATIONS: Minimum Associate Degree or 48 college semester hours or passed Work Keys Test

REPORTS TO: Building Principal & Classroom Teacher

SUPERVISES: Grade level students

JOB GOAL: To assist classroom teacher in implementing the District's Curriculum Guidelines

PERFORMANCE RESPONSIBILITIES:

1. To comply with all school district policies rules, and regulations, state statutes and regulations, and accreditation standards in accordance with procedures established by the school district.
2. Participate in faculty meetings, curriculum planning and preparation, student activities, assemblies and discipline management.
3. Comply with all state and federal laws and requirements.
4. Work with individual students or small groups of students to provide math interventions and progress monitoring.
5. Uses identified needs to guide the learning process toward student achievement of districts math content standards. Establishes clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students.
6. Maintain records of interventions and progress monitoring to insure process fidelity.
7. Maintain high level of ethical behavior and confidentiality of information.
8. Attend team meetings as required; provide input to teams regarding student academic strengths and weaknesses.
9. Provide high quality general education instruction to students who are at-risk in math.
10. Use a variety of manipulative and hands-on activities to support content standards and the needs and capabilities of the individuals or student groups involved.
11. Monitor student progress according to prescribed procedures.
12. Maintain data-based documentation of continuous monitoring of student performance and progress during interventions.
13. Provide the high quality instruction time needed to move students to grade level proficiency.
14. Participate in universal screening activities and assist with the analysis of the data to identify students in need of response to intervention services.
15. Provide data to the school teams and participate in decisions about student progress.
16. Utilize tracking system to maintain lists of students participating in interventions.
17. Perform related duties and responsibilities as requested by the Principal and/or Lead Teacher/Assistant Principal.

TERMS OF EMPLOYMENT: 187 days. Salary for this position shall be commensurate with the level of education and certification, and as determined under the policies and procedures of the Moss Point School District and in accordance with the pay scale.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board Trustees' policy on evaluation of District personnel.