

# **YAZOO COUNTY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**POSITION TITLE:** Assistant Teacher (NOTE: *This position applies to any individual hired in the capacity of assisting in the instructional setting and includes: Special Education Assistant, Native American Tutor, Library Assistant, Pre-K Assistant, and Title I Assistant*)

**TITLE OF SUPERVISORS:** Teacher and Principal

**GENERAL RESPONSIBILITIES:** Assists as directed by the teacher in improving the student's basic skills in reading and other academic areas.

**SALARY:** Salary is reflective of the Yazoo County School District salary schedule.

**QUALIFICATIONS:** Assistant teachers shall have, at a minimum, a high school diploma or a GED equivalent, and shall show demonstrable proficiency in reading and writing skills and have a passing score on the Work-keys assessment or completed 48 hours of college coursework.

### **DESCRIPTION OF DUTIES:**

1. Assumes responsibilities as directed by the teacher and principal;
2. Operates within school district policies and procedures;
3. Promotes a positive image of the school district program to the public;
4. Works harmoniously with supervising teacher, staff, and students.;
5. Contributes to the development and implementation of a successful instructional program;
6. Listens to students read orally and share experiences through oral expression skills;
7. Assists individuals and small groups with skill development in reading language, mathematics, writing and interpreting directions to reinforce learning concepts;
8. Assists students with drill or additional instruction and review of skills missed through absences;
9. Sets up and operates audio-visual aids to present/review subject matter to class;
10. Reads stories and monitors small group discussion and interaction;

11. Distributes and collects teaching materials such as textbooks, worksheets, tests, or writing paper and pencils;
12. Assists in maintaining order in the classroom, cafeteria, playground, etc.;
13. Works cooperatively with the teacher in the instructional planning process;
14. Assists in the general neatness/attractiveness of the classroom and room arrangements such as learning centers, bulletin boards and displays, and regrouping of furniture for group activities;
15. Puts work on the marker-board and assists in preparing stencils, charts, posters, and correcting papers;
16. Serves as an effective role model for primary grade students;
17. Assists in planning and conducting field trips;
18. Takes class to the library to assist librarian in working with students and selecting materials;
19. Encourages students to have positive attitudes about self and work;
20. Adheres to district and school policies and regulations regarding work, breaks, attendance, etc.;
21. Performs hall, lunchroom, and bus duty;
22. Performs any other duties assigned by the supervising teacher or principal.

UPDATED AND REVISED JULY 2, 2018