

SCHOOL DISTRICT OF LAFAYETTE COUNTY

TEACHER SUPPORT COLLEAGUE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Three (3) years successful teaching experience.
- (3) Valid Florida teacher certification.
- (4) Must meet the No Child Left Behind Act regulations and requirements.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. 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 work with parents. Ability to work effectively with peers, administrators and others exhibited by team building skills. Ability to manage time independently. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies. Capacity to facilitate, mentor and develop talent in other teachers.

REPORTS TO:

Principal

JOB GOAL

The goal is to increase capacity of district teachers to use student performance data proven strategies and available supplemental resources to craft differentiated instructional strategies which work within existing District initiatives and result in demonstrably improved student outcomes.

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) Develop or select instructional activities which foster active involvement in the learning process.
- * (3) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.

- * (4) Assist in assessing changing curricular needs and plans for improvement.

Management.

- * (5) Use time effectively.
- * (6) Manage materials and equipment effectively.
- * (7) Enforce school rules, administrative regulations and Board policies.
- * (8) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- * (9) Assist the school in the compilation of data to evaluate programs and assist in identifying appropriate strategies.
- * (10) Maintain documentation required by the grant.

Assessment/Evaluation

- * (11) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- * (12) Communicate, in understandable terms, individual student progress to professional colleagues who need access to the information.
- * (13) Evaluate the effectiveness of instructional units and teaching strategies.

Intervention/Direct Services

- * (14) Work with and support the classroom teacher in providing a balanced program.
- * (15) Assist in implementing and monitoring, revision and development of the curriculum.
- * (16) Assist with the selection of appropriate resources related to identified needs at the school site.
- * (17) Communicate high learning expectations for all students.
- * (18) Apply principles of learning and effective teaching in instructional delivery.
- * (19) Use appropriate material, technology, and other resources to assist classroom teachers.

Technology

- * (20) Use technology resources effectively.
- * (21) Explore and evaluate new technologies and their educational impact.

Collaboration

- * (22) Facilitate collaboration among teachers and grade levels at school.
- * (23) Work closely with district staff to assist in the development and delivery of training.
- * (24) Communicate effectively, both orally and in writing, with other professionals.
- * (25) Meet with NEFEC project employees and Student Growth Colleagues.
- * (26) Collaborate with other professionals and parents after recognizing student distress or abuse.
- * (27) Collaborate with peers and other professionals to enhance student learning.

Staff Development

- * (28) Engage in a continuing improvement of professional skills and knowledge.
- * (29) Assist school principal in identifying critical staff development priorities.
- * (30) Participate in Train the Trainer professional learning sessions required by the grant and small group professional development on standards based, data driven instruction; using data to make instructional decisions, educator observation tools and effective feedback cycle.
- * (31) Model effective teaching strategies and techniques.
- * (32) Provide one-to-one coaching and mentoring to teachers in processes of interpreting data, researching proven strategies, identifying appropriate activities, selecting helpful supplemental instructional resources and crafting differentiated lesson plans according to student needs.

- *(33) Provide school based professional development and support that includes interim assessments and analysis, curriculum mapping, standards-based instruction, and small group instruction around student outcomes and educator practices.

Professional Responsibilities

- *(34) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- *(35) Demonstrate attention to punctuality and regular attendance.
- *(36) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(37) Maintain confidentiality of student and other professional information.
- *(38) Comply with policies, procedures and programs.
- *(39) Exercise appropriate professional judgment.
- *(40) Support school improvement initiatives.
- (66) Perform other tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- *(67) Ensure that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification.

*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.

EVALUATION:

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