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**TITLE:** ASSISTANT TEACHER

**DEPARTMENT:** Secondary

**TITLE OF SUPERVISOR:** Teacher and Principal

**QUALIFICATIONS:** High School diploma or equivalent.  
Demonstrates proficiency in Reading, Language, Math and Spelling.  
Demonstrates proficiency in oral reading, proofreading and composition writing skills.

**TERMS OF EMPLOYMENT:** The work year is nine (9) months. Salary to be in accordance with state and district schedule.

**EVALUATION:** Performance of this job will be evaluated by the Teacher and Principal.

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

**DESCRIPTION OF DUTIES:**

1. Assumes responsibilities as directed by the teacher.
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 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 individual and small groups with skill development in reading, language, mathematics, manual writing and interpreting directions to reinforce learning concepts.
8. Assists students with drill or additional instruction and review of skills missed through absences

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9. Sets up and operates audio-visual aids to present/review subject matter to class.
10. Tells/reads stories and monitors small group discussion and interaction.
11. Calls roll and keeps records of attendance, grades, lunch, etc.
12. Distributes and collects teaching materials such as textbooks, worksheets, tests, or writing paper and pencils.
13. Works cooperatively with the teacher in the instructional planning process.
14. Assists in maintaining order in the classroom, cafeteria, playground, etc.
15. Assists in the general neatness/attractiveness of the classroom and room arrangements such as interest centers, bulletin boards/displays, and regrouping of furniture for group activities.
16. Puts work on the chalkboard and assists in preparing stencils, charts, posters, and correcting papers.
17. Serves as an effective role model for primary grade students.
18. Assists in planning and conducting field trips.
19. Takes small groups to the library to assist them in selecting reading materials.
20. Encourages students to have positive attitudes about self and work.
21. Adheres to district/school policies and regulations regarding work (reporting/leaving – scheduled or unscheduled), breaks, attendance, parking, etc.
22. Attends and participates in facility meetings, in-service/staff development.