

## **Job Description     STUDENT SUPPORT TEACHER**

---

### **BASIC FUNCTION**

Assist the site administrator with the management and implementation of student intervention programs, as well as programs that lead to accelerated student learning.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Provides direct services to students scoring below grade level
- Uses core curriculum to accelerate student achievement
- Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities
- Assesses students using the district assessment system and maintains appropriate and regularly updated student records
- Communicates regularly with classroom teachers regarding the progress and needs of assigned students, using formative and summative assessment results
- Assists Student Learning Coach with the analysis of data and placement of student
- Keeps current and applies research-based practices to accelerate the achievement of historically under-represented subgroups
- Provides direct instruction for students who are proficient and advanced so teachers can work with students scoring basic and below in small groups
- Works to increase student achievement by planning, implementing and evaluating motivational programs that lead to enhanced student achievement

### **QUALIFICATIONS**

#### *Knowledge of:*

Principles, practices, procedures, rules, codes, regulations, techniques and strategies of district and assigned areas of instruction; principles and techniques of providing successful leadership and conflict management skills; effectively work with individuals and groups; effective project management skills; risk management; interpersonal skills utilizing tact, patience and courtesy; proficient computer technology and software skills.

#### *Ability to:*

Manage the operations of the assigned position and responsibilities; read, interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to school and departmental operations; effectively and efficiently perform highly responsible administrative functions, duties and activities; provide support for schools to accelerate student achievement, eliminate all achievement gaps and move out of Program Improvement where applicable; develop goals and objectives; establish and meet schedules and time lines; work with discretion and confidentiality; plan, organize, coordinate, assign, review, train, and evaluate the work of others; define projects and specifications; deal with a variety of projects simultaneously; prepare clear and concise management reports; establish and maintain cooperative and effective working relationships; understand and carry out oral and written directions; communicate effectively both orally and in writing in a clear and concise manner; exchange and retrieve information in person and on the telephone; and apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

**EXPERIENCE AND EDUCATION**

Five years of teaching experience. Knowledge of instruction, relevant curriculum (elementary or secondary) and strategies leading to success for students not meeting grade level standards.

**CREDENTIAL REQUIREMENTS**

A valid California teaching credential; CLAD and proof of NCLB compliance

**LICENSE**

A current California Driver's License and proof of insurance are required.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

*Physical Abilities:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work
- Hear and speak to exchange information in person or on the telephone
- See to read a variety of materials
- Possess dexterity of hands and fingers to operate a computer keyboard
- Sit, stand or walk for extended periods of time
- Bend at the waist, kneel or crouch to file materials
- Reach above shoulders to file materials
- Climb a stool/ladder

**HAZARDS**

None identified.