

JOB DESCRIPTION

Nebo School District

TSA -Elementary School Facilitator/Intern Coach

Purpose Statement

The job of TSA -Elementary School Facilitator/Intern Coach is done for the purpose/s of providing support to the instructional process by assisting the intern teachers, student teachers and other pre-service teachers at an elementary school; providing information and serving as a resource to others; mentoring pre-service teachers and interns; modeling instruction, and collaborating with grade level teams.

This job is distinguished from similar jobs by the following characteristics: • Placement in this position will be reviewed annually and is at the discretion of the Superintendent or their designee. Any additional days associated with this position are an extension of the basic teacher contract and are subject to change as circumstances may dictate.

This job reports to the Building Principal

Essential Functions

- Attends meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Coaches pre-service teachers and interns (e.g. instruction, content, lesson planning, classroom management, parent relations, etc.) for the purpose of ensuring that students and parents have a good experience in their classroom.
- Collaborates with grade level teams for the purpose of ensuring that best practice methods of instruction and assessment are being followed.
- Cooperates with associated partnership universities for the purpose of provide support to interns, student teachers, and other pre-service teachers.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements , under the direction of the Elementary Principal, policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Mentors pre-service teachers and interns for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Models instruction for the purpose of ensuring that pre-service teachers and interns learn best practice methods of teaching and learning.
- Performs a variety of administrative functions as assigned by the Elementary Principal for the purpose of managing the workload more efficiently.
- Prepares a wide variety of materials (e.g. reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities; Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Teaching Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date
9/7/2017

Salary Range