**Position Type:**  
Support Staff   
  
**Date Posted:**  
02/21/2023

**Location:**  
Mississippi School for the Blind   
  
**Date Available:**  
08/01/2023

**Closing Date:**  
Until Filled

**Job Title:** Teacher Assistant  
**Reports To**: Building Principal

**MAJOR FUNCTION:**

Assist a certified teacher in providing instruction to individual or small groups; monitors and report student progress. Perform a variety of support functions in a regular classroom setting.

**QUALIFICATIONS:**   
High school education or equivalent; at least a minimum score on the required State test for Instructional Assistants, competence in assigned duties: Such other qualifications as may be set by the administration.

**PREFERRED QUALIFICATIONS:**

Experience working with students using Braille and large print materials/technology preferred, but not required

**DUTIES and RESPONSIBILITIES:**

• Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of

student progress.

• Participate as member of an instructional team.

• Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist

in determining English proficiency of identified students.

• Assist in administering diagnostic and other tests; score and record test information.

• Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior.

• Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom

records; maintain attendance records if requested by certified teacher.

• Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational

training equipment and distributing and collecting paper and supplies.

• Assist in overseeing students in various activities.

• Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

• Assure the health and safety of students by following health and safety practices and regulations.

• Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in

emergency drills, assemblies, play periods and field trips.

• Participate in meetings and in-service training programs as assigned.

• Communicate and maintain effective relationships with students, parents, staff and the public

• Print and write legibly.

• Understand and follow oral and written directions.

• Learn procedures, functions and limitations of assigned duties.

• Communicate effectively both orally and in writing.

• Be clean, neat and professionally dressed.

• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned

days, and extended days and using sick and personal leave appropriately.

• Maintain proper care and safe use of district equipment and property.

• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others

consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.

• Perform such other task and assume such other responsibilities as may be assigned by the supervisor or superintendent.

• Adhere to the Mississippi Code of Ethics.

• Maintain confidentiality and privacy of all MSDB records

Job Type: Full-time

Please email your letter of interest and resume along with 3 references to Ms. Jacquie Russell at hr@msdbk12.org.