

Cape Girardeau Public School District No. 63

Job Description

Job Title: Teacher Support Specialist (Elementary/Secondary)

Terms of Employment: Part Time not to exceed 550 hours

FLSA Status: Exempt

Reports to: Deputy Superintendent of Elementary Education

Brief Description of Position:

The Elementary Teacher Specialist is responsible for supporting the mentor-mentee program. This person will support 1st, 2nd and 3rd year teachers as well as new teachers to the district by providing an extra layer of support to mentors and their mentees.

Required Qualifications:

- Bachelor's degree in education
- Valid Missouri Teaching Certificate
- Minimum of 10 years successful teaching experience
- Successful experience in facilitating adult learning
- Successful experience as a teacher- mentor
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrated ability in computer word processing, spreadsheets and databases
- Demonstrated ability in data collection and analysis
- Experience in formative assessments and cooperative learning techniques

Preferred Qualifications:

- Master's degree in education or related field
- Expertise in best instructional practices

Essential Duties and Responsibilities:

- Support 1st, 2nd and 3rd year new teachers and teachers new to the district
- Model lesson planning
- Offer HQPD to new teachers in areas of best teaching practices
- Offer non-evaluative instructional feedback to new teachers
- Connect new teachers to others in the community with similar interests
- Provide summer and evening activities to establish camaraderie
- Troubleshoot student and classroom challenges

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.

- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: March 6, 2022