

North Monterey County Unified School District

DRAFT POSITION DESCRIPTION

Position Title:	MESA Support Teacher
Department:	N/A
Reports To:	Principal

SUMMARY:

Under the direction of the Principal, this position has the responsibility to plan curriculum, facilitate and supervise additional duties outside of the school day in order to recruit, retain and enhance the MESA program. Must have a desire to help students attend a four-year university. Must have good rapport with students and an ability to motivate and support students in all subject areas. The MESA Support Teacher will be evaluated annually by the administrator on his or her performance of duties.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Determine curriculum to use in enrichment activities.
2. Chaperone trips/competitions as teacher of record.
3. Attend all site team meetings.
4. Attend any trainings.
5. Attend and help with parent information nights.
6. Attend and help with end of year banquet.
7. Attend and assist in recruiting visits to feeder schools.
8. Maintain constant communication with site MESA coordinator.
9. Assist in data collection.
10. Communicate with teachers.
11. Participate in planning staff development.
12. Maintains appropriate certifications and training hours as required.
13. Attends work regularly and is punctual.
14. Available to help out where necessary to enhance the MESA program and its components.
15. Chaperoning additional MESA trips where not teacher of record.
16. Attend miscellaneous meetings when needed for the expansion or improvement of the MESA program.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. Possession of a California Teaching Credential in an associated subject.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and board policies.
5. Successful completion of all pre-requisite training for support teachers by the North Monterey County Unified School District.
6. Positive leadership ability.
7. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
8. Oral and written skills.
9. Interpersonal skills using tact, patience and courtesy.

10. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
11. Must possess effective leadership techniques and skills.
12. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
13. Valid California Driver's License and a signed DMV pull notice authorization prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Successful (recent) experience in the program in which applying (within last five (5) years).
2. Previous MESA teaching experience.
3. Demonstrate experience working with students in a positive environment.
4. Maintains appropriate certifications and training hours as required.
5. Demonstrates professionalism and contributes to a positive work environment.
6. Organizes tasks and manages time effectively.
7. Skillfully manages individual, group, and organizational interactions.
8. Effectively uses verbal, nonverbal, writing, and listening skills.
9. Averts problem situations and intervenes to resolve conflicts.
10. Exhibits consistency, resourcefulness, and resilience.
11. Exercises self-control and perseverance when dealing with students.
12. Maintains an acceptable attendance record and is punctual.
13. Ability to manage equipment/materials.
14. Ability to implement policy and regulations.
15. Collaborative and problem solving orientation.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs, or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: