Extra Duty - Cooperating Teacher

Purpose Statement
The job of Extra Duty - Cooperating Teacher is done for the purpose/s of providing support and expertise to student teachers with regards to the instructional process in order to develop student success in academics or skills, developing lesson plans, delivering group and/or individual student instruction within established curriculum guidelines, addressing instructional and/or classroom issues, and responding to a wide range of inquiries from students' parents and/or legal guardians regarding instructional program and student progress. Professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents and/or legal guardians regarding instructional program and student progress.

This job reports to Principal

Essential Functions
● Counsels student teacher for the purpose of improving performance and problem solving techniques.

● Evaluates student teachers using the university evaluation tool for the purpose of rating the student's proficiency.

● Exposes student teachers to real life situations (e.g. lesson planning, student instruction delivery using a variety of teaching techniques, student assessment, student behavior management, etc.) for the purpose of preparing them to become successful teachers.

● Mentors student teachers for the purpose of preparing them to become successful teachers.

● Performs the function of a teacher within the school district for the purpose of exposing student teachers to current practices.

● Responds to inquiries from a variety of sources (e.g. students, teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

● Works closely with the student's university supervisor for the purpose of ensuring a successful assignment.

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 multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child
ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency: 

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<tr>
<th>Required Testing</th>
<th>Certificates and Licenses</th>
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<tbody>
<tr>
<td>None Specified</td>
<td>Missouri State Teaching Certificate</td>
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<tr>
<th>Continuing Educ. / Training</th>
<th>Clearances</th>
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<tr>
<td>Units of Continuing Education</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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FLSA Status: Exempt

Approval Date: 7/1/2021

Salary Grade: See Misc Stipends Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.