

ADMINISTRATION: SCHOOL PERSONNEL

Helping Teacher

The helping teacher shall:

1. Help teachers grow professionally and coordinate the instructional program within the subject area
2. Assist the supervisor and the principal in the interpretation and implementation of county curriculum within the schools of the subdivision
3. Participate in in-service activities through area and county meetings, workshops, and inter-visitation to promote the growth of the instructional staff
4. Assist the supervisor with the development and evaluation of new programs, approaches, and materials
5. Aid in promoting public relations by communicating with students, teachers, and lay groups
6. Act as a resource person to professional committees and organizations
7. Participate with other helping teachers and the supervisor in suggesting practical local school procedures
8. Strive to create and maintain a comfortable and productive working climate for teachers and students
9. Assist teachers in defining objectives, in planning for daily long range instruction, and in organizing classroom procedures
10. Guide teachers by demonstrating teaching techniques; help to secure instructional materials and teaching aides
11. Involve teachers in a program to evaluate the child's growth through the learning experience
12. Help teachers appraise the effectiveness of the program within the school
13. Assist teachers in inventorying, ordering, and using instructional materials

14. Consult with supervising teachers as an aid in the instruction of student teachers who requested
15. Make classroom visits and assist in the appraisal process
16. Teach demonstration lessons
17. Teach assigned classes
18. Perform other duties as necessary.

Rule
Approved: 6/14/73
Revised: 4/9/81]

Superintendent of Schools