

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Academic Support Teacher	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Principal	<b>Pay Range:</b>	820/830
<b>Dept./School:</b>	Secondary Campus	<b>Date Revised:</b>	08/06/18

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**Primary Purpose:**

Provides support at the secondary level to students who are at-risk as well as those who are identified for 504 services and is the dyslexia contact for the campus.

**Qualifications:**

**Education/Certification:**

Master's Degree (preferred)

Valid Texas teaching certification with required endorsements for training for subject and level assigned

**Special Knowledge/Skills:**

Demonstrate a working knowledge of curriculum, instruction, staff development, best teaching practices, and technology

Ability to analyze, interpret, and use data to guide instruction in all content areas

Ability to plan, monitor, and evaluate outcomes of targeted intervention in Reading/Language Arts, including Dyslexia, Mathematics, and Science

Ability to facilitate differentiation of the instructional program

Ability to deliver effective professional development

Ability to evaluate instructional programs

Demonstrate strong organizational, communication, public relations, and interpersonal skills

Ability to work as part of a team

**Experience:**

Three years of elementary teaching experience (preferred)

Experience as a team leader (preferred)

Campus leadership (preferred)

**Major Responsibilities and Duties:**

Provide academic support directly or monitor implementation of Response to Intervention (Tier II & III)

**Job Title:** Academic Support Teacher

Maintain accurate records on all students served by Academic Support

May facilitate and implement the Dyslexia Program for the campus

Provide small group or individual instruction in collaboration with the classroom teacher for students identified with academic needs

Provide student support in areas of organization, study skills and test-taking strategies

Assist in the identification process for students who qualify as needing services under 504 or are at-risk, provide intervention, and monitor progress.

Serve as a member or leader of the CMIT committee

Assist classroom teachers with student data analysis

Work closely with Special Education on behalf of students qualifying for testing and those qualifying for dismissal.

Provide diagnostic testing for new students who are struggling and Assist with Testing

Work with parents seeking additional support for SAT/ACT testing

Maintain and transfer all academic support records for At Risk, 504, and Dyslexia Students

Meet with feeder schools to ensure successful transition of At Risk, 504, and Dyslexia Students

Disseminate accommodations for At Risk, 504, and Dyslexia Students to appropriate staff members

Monitor student progress and meet with students, teachers, and parents

May assist with student mentoring program

Assist with testing accommodations / environments for students

Campus liaison for students receiving Homebound service

**School Improvement**

Assist in clarifying and pursuing a common vision for district and campus improvement

Actively support the efforts to achieve district goals and objectives and the campus academic performance objectives

Support implementation of district and campus assessment strategies

Monitor student achievement data and interpret, report, and act on results

**Professional Growth and Development**

Attend and participate in district and campus training sessions, committee meetings, and work sessions as required to support the instructional program and 504 regulations and processes

Monitor professional research and disseminate ideas and information to other professionals, and provide leadership in identifying trends and opportunities, as well as solve problems related to instruction

**Job Title:** Academic Support Teacher

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

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**Acknowledgment:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 08-06-18

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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. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_