SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT

QUALIFICATIONS:
    (1)   Bachelor's Degree from an accredited educational institution.
    (2)   Certified by the state of Florida in the appropriate area.
    (3)   Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, and technology. In-depth knowledge of assigned curriculum, program, or service area. Ability to collect, analyze and interpret data. Ability to work collaboratively with others.

REPORTS TO:
Consortium, District, or School Administrator

JOB GOAL

To provide expertise and support in the planning, implementation, and evaluation of assigned curriculum, program, or service area in accordance with District philosophy, goals, and objectives.

SUPERVISES:
N/A

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

NOTE: Could be Medium Work, depending on specific assignment, such as Technology Specialist.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03 (Light Work)
                  No. 12 (Medium Work)

TEACHER ON SPECIAL ASSIGNMENT (Continued)

PERFORMANCE RESPONSIBILITIES:

Planning / Preparation
* (1)   Develop short- and long-range plans based on school, District, and state priorities.
* (2)   Define goals and objectives for the assigned curriculum, program, or service assignment.
* (3)   Plan with teachers and instructional leaders to develop and implement the school / District program.
* (4)   Identify specific intended outcomes that are challenging, meaningful, and measurable.
* (5)   Revise curriculum, program, or service delivery based on annual assessments.
* (6)   Plan and prepare programs and activities considering students' culture, learning styles, special needs, and socio-economic background.
* (7)   Serve on school / District committees for the planning and implementation of programs and / or services.
* (8)   Plan and prepare strategies and support which support school improvement plans and the District mission.
* (9)   Select, develop, modify, and / or adapt materials and resources which support learning objectives and address varying learning styles, backgrounds, and special needs.
*(10)   Participate, as requested, in the planning of educational facilities that will support the objectives of the District.

Administrative / Management
*(11)   Establish and maintain a positive, organized, and safe working environment.
*(12)   Establish and maintain effective and efficient record keeping procedures.
*(13)   Use technology resources effectively.
*(14)   Manage time effectively.
*(15)   Assist teachers in establishing routines and procedures and working with students on consistently following them.
*(16)   Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
*(17)   Manage materials and equipment effectively.
*(18)   Assist in identifying program or service needs and in developing the budget for the assigned area of responsibility.

Assessment / Evaluation
*(19)   Develop and assist teachers in using assessment strategies (traditional and alternative) to support the continuous development of learners.
*(20)   Interpret and use data (including but not limited to standardized and other test results) for planning, decision-making, and program evaluation.
*(21)   Assist school personnel in the collection, analysis and use of data for assessment, evaluation and decision-making.
*(22)   Evaluate assigned area of responsibility, program, or services using established criteria.
*(23)   Communicate, in understandable terms, program evaluation results knowledgeably and responsibly to professional colleagues and others who need access to the information.
*(24)   Solicit evaluation of curriculum, program, or service area from teachers, principals, and other appropriate stakeholders.
*(25)   Use evaluation results to improve programs or services.

Intervention / Direct Services
*(26)   Demonstrate knowledge and understanding of assigned curriculum, program or service area.
*(27)   Provide assistance and coordination in curriculum development, alignment, implementation, and evaluation.
*(28)   Model principles of learning and effective teaching in instructional delivery.
*(29)   Assist school administrators and teachers in understanding programs and implications for instructional practice.

TEACHER ON SPECIAL ASSIGNMENT (Continued)

*(30) Model the use of a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.

*(31) Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas.

*(32) Use appropriate materials, technology, and resources to help teachers to implement effective instructional strategies.

*(33) Assist teachers in providing appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.

*(34) Provide support and assistance to teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials, and addressing needs of individual students.

*(35) Facilitate the implementation of programs, activities, and strategies designed to achieve school improvement objectives.

Collaboration

*(36) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.

*(37) Interact with parents, community agencies, and business to support school and District priorities.

*(38) Provide accurate and timely information to teachers, administrators, and community.

*(39) Work with teachers and other professional educators in curriculum development, special activities, and sharing ideas and resources.

Staff Development

*(40) Plan, implement, and evaluate inservice for teachers, administrators, and other school staff.

*(41) Engage in continuing improvement of professional knowledge and skills.

*(42) Assist others in acquiring knowledge and understanding of particular area of responsibility.

*(43) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.

*(44) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

Professional Responsibilities

*(45) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.

*(46) Perform all assigned duties.

*(47) Demonstrate attention to punctuality, attendance, records, and reports.

*(48) Maintain confidentiality of student and other professional information.

*(49) Comply with policies, procedures, and programs.

*(50) Support school improvement initiatives by active participation in school activities, services, and programs.

(51) Perform other duties as assigned.

Student Growth / Achievement

*(52) Conduct curriculum, program, or service area responsibilities in a manner which ensures that student growth and achievement is continuous and appropriate for age group, subject area and / or student program classification.

*Essential Performance Responsibilities