

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT-INSTRUCTION/CURRICULUM

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Three (3) years successful teaching experience.
3. Experience in presenting educational training programs with a demonstrated knowledge and practice of instructional methods preferred.
4. Valid Florida teacher certification in appropriate area.
5. Must meet the No Child Left Behind Act regulations and requirements.
6. Satisfactory criminal background check and drug screening.

REPORTS TO:

Assigned District or School Administrator

SUPERVISES:

N/A

POSITION GOALS

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, collect, analyze and interpret student assessment data, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrator and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

PERFORMANCE RESPONSIBILITIES:

1. Develop long and short-range plans based on District and state curriculum and instructional priorities.
2. Define goals and objectives for the assigned curriculum, program, or services assignment.
3. Plan with teachers and instructional leaders to develop and implement curriculum in the school/District program.
4. Identify specific intended outcomes which 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 school improvements 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.

Classroom Management

11. Establish and maintain a positive, organized, and safe working environment.
12. Model a positive environment in which students are encouraged to be actively engaged in the learning process.
13. Maintain a clean attractive work environment.
14. Model the maintenance of academic focus by using a variety of motivational techniques.
15. Assist teacher in establishing routines and procedures and working with students on consistently following established routines and procedures.
16. Demonstrate respect for diverse perspectives, ideas, and options.
17. Foster mutual respect between adults and students.
18. Establish and maintain effective and efficient record keeping procedures.
19. Use technology resources effectively.
20. Manage time effectively.
21. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
22. Manage materials and equipment effectively.
23. Organize materials for efficient distribution and collection.
24. Coordinate and monitor the work of volunteers and aides when assigned.

Assessment/Evaluation

25. Develop and assist teachers in using assessment strategies (traditional and alternative) to support the continuous development of learners.
26. Interpret and use data (including but not limited to standardized and other test results) for planning, decision making, and program evaluation.
27. Assist school personnel in the collection, analysis and use of data for assessment, evaluation, and decision making.
28. Evaluate assigned area of responsibility, program, or services using established criteria.
29. Communicate, in understandable terms, program evaluation results knowledgeably and responsibly to professional colleagues and others who need access to the information.

30. Solicit evaluation of curriculum, program, or service area from teachers, principals, and other appropriate stakeholders.
31. Use evaluation results to improve programs and services.

Intervention/ Direct Service

32. Demonstrate knowledge and understanding of assigned curriculum, program and service area.
33. Assist in identifying program or service needs and in developing the budget for the assigned area or responsibility.
34. Provide assistance and coordination in curriculum development, alignment, implementation, and evaluation.
35. Model principles of learning and effective teaching in instructional delivery.
36. Assist school administrators and teachers in understanding curricular programs and implications for instructional practice.
37. Model the use of a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
38. Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas.
39. Use appropriate materials, technology, and resources to help teachers to implement effective instructional strategies.
40. Coordinate the selection, use, and evaluation of instructional materials.
41. Assist teachers in providing appropriate instruction and modification for students with special needs, including exceptional education students and students who have limited proficiency in English.
42. 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.
43. Facilitate the implementation of programs, activities, and strategies designed to achieve school improvement objectives.

Technology

44. Use technology resources effectively.
45. Use technology to establish an atmosphere of active learning.
46. Provide students with opportunities to use technology to gather and share information.
47. Facilitate student access to the use of electronic resources.
48. Explore and evaluate new technologies and their educational impact.
49. Use technology to review student assessment data.
50. Use technology for administrative tasks.

Collaboration

51. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
52. Interact with parents, community agencies, and business to support school and District priorities.
53. Provide accurate and timely information to teachers, administrators, and community.
54. Work with teachers and other professional educators in curriculum development, special activities, and sharing ideas and resources.

Staff Development

55. Plan, implement, and evaluate in-service to teachers, administrators, and other school staff.
56. Engage in continuing improvement of professional knowledge and skills.

57. Assist other in acquiring knowledge and understanding of particular area of responsibility.
58. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
59. Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.
60. Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
61. Perform assigned duties.
62. Demonstrate attention to punctuality, attendance, records, and reports.
63. Maintain confidentiality of student and other professional information.
64. Comply with policies, procedures, and programs.
65. Exercise appropriate professional judgment.
66. Support school improvement initiatives by active participation in school activities, services, and programs.
67. Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

68. Conduct curriculum, program, or service area responsibilities in a manner that ensures student growth and achievement are continuous and appropriate for age group, subject area and/or student program classification.
69. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

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.

TERMS OF EMPLOYMENT:

10 or 10+1 Month/School Year. 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:

Annually by designated administrator. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.