

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Teacher on Special Assignment **Job Code:** 51090
Job Classification: 12 Other Instructional Staff **EEO Line:** 43
Job Class Category: B Instructional Specialists **Job Description Supplement Code:** 5
Reports to: Principal **Salary Locator:** Instructional Schedule

SUMMARY:

A Teacher on Special Assignment is a certificated teacher who has been assigned to perform duties other than classroom instruction. Will assist the principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the district.

QUALIFICATIONS:

- (1) Master's Degree from an accredited university
- (2) Valid Florida Educator's Certificate with Ed Leadership Endorsement
- (3) Three (3) years teaching or district administrative experience
- (4) Highly qualified as per NCLB guidelines
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES, AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology and use e-mail, internet software and work processing software
- (4) Ability to read, write and speak fluently in English and Spanish is strongly preferred
- (5) Knowledge and ability to apply best practices and current research at level assigned
- (6) Ability to communicate fluently verbally and in writing in English
- (7) Ability to appropriately communicate with students, teachers, parents and members of the community.
Ability to exercise good judgment and work in an environment with constant interruptions
- (8) Competent Mathematical skills

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Assists the principal in supervision of students throughout the school as assigned, including beyond the regular school day
- (4) Establish high standards and expectations for all students to accept responsibility for behavior
- (5) Supervise students and consistently administer rules regarding student behavior
- (6) Assists the principal in planning and administering the instructional program of the school
- (7) Manage non-instructional personnel (before and after school duties, cafeteria assignments, etc.) if applicable
- (8) Assist the principal in administering school Board policies
- (9) Serve as designated "Person in Charge" in the absence of the principal when required
- (10) Assists the principal in providing services that will give the optimal education for students
- (11) Assist the principal in providing leadership for staff training
- (12) Keep accurate discipline, attendance and other data necessary for the District, State and Federal reports. Assists the principal with the school discipline plan and referrals.
- (13) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- (14) Establish a professional rapport with students that earns their respect

- (15) Maintain positive relationships with parents, parent groups, volunteer and outside agencies
- (16) Implements all policies and procedures of the Board and State laws
- (17) Communicate clearly in written expression and orally
- (18) Define problems, collect data and draw appropriate conclusions
- (19) Assist in managing building safety to include fire, emergency and other drills
- (20) May be assigned responsibility for athletics and/or activities
- (21) Responsible for supervising students and assisting in maintaining a safe environment
- (22) Facilities supervision for after school programs
- (23) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (24) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (25) Perform all other duties as assigned by principal or superintendent

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as 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.
The length of the work year and hours of employment shall be those established by the District.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: October 18, 2016