



**Job Title:** District - Teacher On Special Assignment

**Reports to:** Assistant Superintendent of Instructional Services

## Definition:

Assist in curriculum planning and staff development activities under direct supervision of the Assistant Superintendent of Instructional Services.

## Essential Functions:

- Assist in the development of a long-range District curriculum plan.
- Assist in working with the professional staff in the development and execution of effective instructional methods and programs.
- Keep current on innovative methods in the field of education, including new programs, materials, methods, and equipment.
- Coach teachers to be a facilitator of learning, to utilize formative assessment data, and to promote collaboration, critical thinking, creativity, and communication.
- Articulate on District curriculum matters.
- Support the District's programs and its policies on working for their improvement.
- Enhance District created instructional units.
- Model lessons that integrate the instructional shifts of Common Core State Standards.
- Support teachers in the implementation of the new ELD Framework.
- Support technology integration as an instructional tool.
- Create systems for analyzing assessment data.

### Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

## Experience and Education:

### Certification, Licenses, and Other Requirements:

- Possession of an earned Baccalaureate or higher degree from an accredited college or university
- Possession of a valid California teaching credential with elementary authorizations; English Language Learner Authorization or CLAD certificate required
- Minimum of three years of successful classroom teaching experience
- Successful leadership experience
- Valid California Driver's License

### Preferred Qualifications:

- Progress toward completion of an Administrative Services Credential program
- Progress toward a Master's Degree

### Knowledge of:

- Contemporary presentation techniques
- Elementary curriculum, including highly developed competencies in at least one content area

### Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching, instruction, and behavior management program for elementary students
- Provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds.
- Perform research and development activities pertaining to curriculum and instruction programs, pilot projects, and innovative programs designed to enhance student educational opportunities and experiences for elementary students



- Represent the District with responsible, mature judgment, tact, and decisiveness
- Assist in effecting positive change in staff and programs
- Solve complex problems and deal with a variety of individuals and variables in non-standard situations
- Apply technical knowledge of the interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form
- Learn quickly to apply specific rules, policies, and procedures of the school program and function
- Learn to apply and explain District rules, regulations, laws, policies, and procedures related to public education
- Exercise good judgment and discretion in handling confidential and sensitive matters

## Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires the ability to respond to students' educational, physical, and behavioral needs. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Body Movements:** Regular activities: conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction elbow flexion and extension, shoulder extension and flexion, back lateral flexion, knee flexion, ability to push and pull objects weighing up to 100 lbs; demonstrate manual dexterity necessary to operate computer keyboard.

**Lifting Requirements:** Employees assigned to this classification lift, carry, and/or move objects weighing up to 50 lbs. Occasionally, they may lift, carry, and/or move objects weighing up to 50 lbs.

**Vision Requirements:** Ability to read handwritten or typed documents, and the display screen of various office equipment and machines; vision which allows accurate observation from a distance

**Additional Physical Requirement:** Ability to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

## Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Position Environment

District and School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

### Exposures, Risks and Hazards

Normal risks and hazards associated with operating computers and computer-related equipment.

Governing Board Approved: May 5, 2015

Revised: