



Job Title: Teacher-On-Special-Assignment

Reports to: Site Principal

Definition:

Performs duties in the absence of the Principal; serves as a Teacher-On-Special Assignment at schools designated by the Superintendent, assists the Principal in curriculum planning, staff development activities, and public relations with parents. Responsible for the operation of the school in the absence of the Principal.

Essential Functions:

- Operation of the school in the absence of the Principal.
- Assisting in the development of a long-range school curriculum plan.
- Assisting in working with the professional staff in the development and execution of effective instructional methods and programs.
- Assisting in coordination of special education programs in the school.
- Assisting in school budget, including specially funded programs.
- Assisting in keeping current on innovative methods in the field of education, including new programs, materials, methods and equipment.
- Assisting in providing relevant in-services for certificated personnel, classified personnel, and parent volunteers.
- Articulating on all school curriculum matters.
- Taking the necessary steps in case of pupil injury or illness to contact parents, render first aid, and contact a doctor if the situation warrants.
- Supporting the District's program and its policies and working for their improvement.
- Honoring and respecting privileged communication.

Secondary Functions:

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

Experience and Education:

Certification, Licenses, and Other Requirements:

- Verification of progress toward completion of a program leading to a valid credential qualifying the candidate for an administrative position.
- Willingness to pursue classes leading to competency in Spanish language techniques, if requested.
- Four to five years experience in public schools, of which not less than four years have been successful classroom teaching experience.
- Successful leadership experience.
- Must meet district standards for physical and mental health.
- Progress toward a Master's Degree. (desired)
- Current Red Cross First Aid Certificate. (desired)

Knowledge of:

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

Ability to:

- Solve complex problems and deal with a variety of individuals and variables in non- standard situations.
- Apply technical knowledge to 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.
- Represent the school with responsible, mature judgment, tact, and decisiveness.
- Assist in effecting positive change in staff and programs.

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. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movements: Regular Activities: use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over telephone and in person.

Frequent Activities: walk to other offices in the building to attend meetings or deliver materials.

Lifting Requirements: Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Vision Requirements: Ability to: see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring an object into sharp focus.

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

School Office environment; subject to frequent interruptions. The work environment is moderately noisy from the use of office equipment or the conversation of others.

Exposures, Risks and Hazards

Normal risks and hazards of operating computer-related equipment.

Governing Board Approved: January 26, 1999

Revised: