

**TEACHER ON SPECIAL ASSIGNMENT
DISTRICT LEVEL****DEFINITION:**

Under the direction of a district office administrator, assist the administrator with the planning and coordination of an identified program according to State and District mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the leadership of the overall program assigned; help interpret and implement the District approved program; assist in providing for appropriate facilities, equipment and supplies.
- Assist in the planning and implementation of staff development programs; provide demonstration lessons, coaching and in-service; survey student and teacher skills levels, and teacher training needs; conduct on-going evaluation of staff development activities to continue to improve the services being provided; consult with teachers on matters regarding instruction; may provide guidance to teaching staff in the implementation of the State frameworks, standards and SVUSD curriculum; encourage and support professional growth of all staff members; participate in own professional growth.
- Assist in the responsibility of the entire operational effectiveness of the program; assist in the planning, supervision and direction of the program with District policy and procedures; may help oversee program budget planning and expenditure control process.
- Assist in the communications regarding programs assigned in the school and help administration interpret, support, and implement District and State policies and procedures.
- Work directly with site administrators and instructional staff in improving teaching in subject area(s) assigned.
- May provide support for grant applications and assist in the implementation of grant projects at the school.
- Maintain District standards fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction, promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education Code, District policies and District curriculum and content standards.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Current research principles and practices of program assigned; Federal, State and local laws relating to program assigned; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school/district population(s).

Ability to:

Assist administration in planning and organizing; communicate effectively, both orally and in writing; establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; utilize technology as a means for various types of communication and record keeping.

Experience:

Minimum of three years of successful school teaching, preferably in program area designated.

Education:

Bachelor's degree from an accredited college or university; Master's degree from a State accredited college or university, desirable.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and an English Learner authorization. Possession of a valid California driver's license, if required. Enrollment in or completion of administrative credential program desirable.

Board Approved: June 12, 2007

Revised: December 17, 2015

Board Approved: January 21, 2016