

**TEACHER ON SPECIAL ASSIGNMENT  
ELEMENTARY SITE****DEFINITION:**

Under the direction of the principal and/or assistant principal, assist the administrator with the planning, coordination and directing of activities and programs related to the administration of the school according to State and District mandates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the responsibility of the entire operational effectiveness of the school; assist in the planning, supervision and direction of the business operation of the school in accordance with District policy and procedures.
- Serve as the lead teacher in the event of the absence of the principal.
- Teach in the classroom of an absent teacher in the event a substitute teacher is not available.
- May attend Student Study Team and Individual Educational planning meetings, as appropriate; may maintain liaison with District student services personnel, including psychologists, speech therapists, nurses, etc.
- Establish and maintain timely and effective communication with parents on the individual student's progress through a variety of means, including a home page; hold parent conferences when needed to discuss the individual pupil's progress and interpret the school program.
- Assist the principal in the communications between the central administration and all building employees in the school and interpret, support and implement District and State policies and procedures.
- Assist the principal in developing and implementing school plans and organizational procedures for the health, safety, discipline and conduct of the students as established by District policies and State law; assist in the implementation of appropriate student discipline.
- Select and requisition books, instructional aids, and instructional supplies, and maintain required inventory records; perform basic attendance accounting and business services as required.
- Prepare, administer, score, and record results of a variety of criterion -referenced and standardized tests in evaluating student progress, utilizing District systems.
- Maintain professional competence through participation in in-service educator activities provided by the district and/or self-selected professional growth activities.
- Perform basic attendance accounting and business services as required.
- Plan, schedule and supervise student activities; cooperate in school-wide supervision of students during out-of-classroom activities; may sponsor student activities.
- Maintain professional competence through participation in in-service educator activities provided by the district and/or self-selected professional growth activities; participate in faculty and/or District meetings and committees; participate cooperatively with administrator to develop and accomplish annual goals and objectives.
- May plan and coordinate the work of student teachers, teacher assistants, aides and other paraprofessionals and/or volunteers.
- Maintain District standards including sharing in the responsibility of school programs; fulfill responsibilities and duties in a timely and efficient manner; promote a professional image; maintain confidentiality; comply with all federal, state, district and school regulations, policies and procedures, and District curriculum and content standards; accept supervision and direction.
- May perform other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Basic subject matter of elementary school instruction; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of upper grade students; child growth and development and behavior characteristics of the upper grade child; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to middle educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

**Ability to:**

Plan, organize, develop and conduct a comprehensive teaching and instruction program for students in Grades 4, 5, and 6 or a combination of these grades; provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; assess the educational needs of students, and design, develop, and implement sound individualized educational plans; provide a stimulating learning environment; perform research and development activities pertaining to Grades 4, 5, and 6 curriculum and instruction programs, projects, and innovative programs designed to enhance pupil educational opportunities and experiences; utilize technology to enhance classroom lessons as a means for various types of communication and record keeping; communicate effectively both orally and in writing; work cooperatively and collaboratively with others; establish and maintain effective working relationships.

**Experience:**

Student teaching, internship, or full-time teaching experience.

**Education:**

Bachelor's degree from an accredited college or university.

**Physical Performance Requirements:**

Frequent sitting, standing or walking much of the time with some 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 Multi-Subject Credential or other appropriate credential authorizing service in grade level assigned and English Learner authorization. Must be certified as "Highly Qualified" under No Child Left Behind Act. Possession of a valid California driver's license, if required.