

TITLE: **TEACHER ON SPECIAL ASSIGNMENT**
21st CCLC

FLSA: Exempt

- QUALIFICATIONS:**
1. Bachelor's Degree or higher from an accredited educational institution with evidence of extensive curriculum development experiences.
 2. Certified by the State of Florida in the appropriate area and at the appropriate instructional level.
 3. Five (5) years of teaching experience, three (3) years in Sumter County at the appropriate or assigned level and area.
 4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Director of Elementary Education (K-5)

<u>JOB GOAL:</u> Coordinate programs, resources and reporting for 21 st CCLC
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PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. To assist the Director of Elementary Education in planning, developing, implementing, coordinating, supervising, and evaluating of selected programs.
- * 2. To provide assistance to school instructional and noninstructional personnel and administrators in the improvement of instructional approaches and techniques.
- * 3. To assist in the selection, implementation, distribution, monitoring, and evaluation of instructional materials relative to selected curriculum and program (s).
- * 4. To monitor, supervise, and evaluate the selected instructional programs.
- * 5. To collect and analyze data as needed to evaluate programs and prepare required reports.
- * 6. To be the district liaison for site coordinators.
- * 7. To assist in organizing, administering, and analyzing standardized district and state assessment tests to evaluate program (s).
- * 8. To assist with the planning, organizing, and coordinating of co-curricular activities.
- * 9. To conduct site visitations, monitor strategies and student attendance.
- * 10. To monitor all budget expenditures including payroll and purchases.
- * 11. To monitor adequate staffing at each site according to need.
- * 12. To coordinate field trips, parent involvement activities, and after school snack program.
- * 13. To facilitate meetings with site coordinators to ensure grant compliance and expectations are met.
- * 14. To establish community partnerships to develop and provide extracurricular activities to extend learning experiences and program continuation.
- * 15. To recruit and monitor community volunteers for the 21st CCLC program.
- * 16. Perform such other duties as may be assigned by the Supervisor or Director.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.