

TITLE: **TEACHER ON SPECIAL ASSIGNMENT** **FLSA: Exempt**
Curriculum Development

QUALIFICATIONS:

1. Bachelor's Degree or Higher
2. Hold or be eligible for certification by the State of Florida in the appropriate subject area and level.
3. Effective or Highly Effective rating on most recent teacher evaluation.
4. At least three (3) years successful teaching experience.
5. Proven effectiveness in subject matter knowledge, strong VAM scores or other evidence of academic success.
6. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Director (TBD)

<u>JOB GOAL:</u> Coordinate programs, inservice and resources for district in selected subject area(s).
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PERFORMANCE RESPONSIBILITIES:

*Essential Performance Responsibilities

- * 1. Assist in the planning, developing, implementing, coordinating, supervising, and evaluating of curriculum
- * 2. Assist school instructional and noninstructional personnel and administrators in the improvement of instructional approaches and techniques
- * 3. Plan, implement and facilitate professional development activities in applicable subject areas
- * 4. Meet with school-based leaders and teachers to interpret and implement the district's curriculum
- * 5. Assist in the selection, implementation, distribution, monitoring, and evaluation of instructional materials relative to selected curriculum
- * 6. Monitor, supervise, evaluate, and revise instructional programs
- * 7. Collect and analyze data as needed to evaluate programs and staff
- * 8. Serve as a district liaison for school level personnel
- * 9. Assist schools in selecting, administering, and evaluating results of screening, diagnostic and progress monitoring data
- * 10. Assist in the development and implementation of instructional management systems and instructional guides
- * 11. Assist with the planning, organizing, and coordinating of co-curricular activities
- * 12. Keep pace with current trends in education and state mandates
- * 13. Coordinate and facilitate the curriculum review process
- * 14. Support and monitor school-based intervention and acceleration programs for students not making adequate progress in core content courses
- * 15. Support teacher growth through participation in school-based PLCs focused on effective instruction, including activities that provide differentiated instruction and collaborative practices
- * 16. Assist the principal in monitoring and in the evaluation of the instructional program
- * 17. Participate in district, regional, and state professional development activities
- * 18. Assist in the recruitment, orientation, induction and training of new teachers
- * 19. Be knowledgeable of the Danielson rubric, Learning Focused Solutions, Advancement Via Individual Determination, Universal Design for Learning, and other key components of effective instruction
- * 20. Assist with curriculum development, mapping, etc. and be thoroughly familiar with appropriate state standards
- * 21. Collaborate with school-based Acceleration Teams to design individualized programs/supports/interventions
- 22. 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.