



Teacher on Special Assignment Writing Professional Development

DEFINITION:

Under the direction of the Assistant Superintendent of Educational Services, this certificated position will provide training and instruction in the area of writing for all nine elementary schools. This person will be involved in peer coaching and staff development and implementation of a plan to improve standards-based writing instruction for all students, kindergarten through 6th grade.

REPRESENTATIVE DUTIES:

- Plan, organize and direct a comprehensive program of writing.
- Plan, organize and conduct a variety of programs, projects and activities related to professional development in writing instruction.
- Assist in the development of model benchmark writing assessments and providing training in holistic scoring of such assessments.
- Select and train a writing cohort. The cohort will consist of selected teachers from across the district who will receive regular, long-term, extensive training in writing instruction.
- Create a model Writer's Workshop Classroom which will be a lab environment for visitation and peer coaching.
- Share work products, findings, and results with the district Writing Instructional Improvement Committee.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential with appropriate authorizations.
- Bachelor's degree, including all courses needed to meet credential requirements.
- Minimum 3 to 5 years experience teaching
- NCLB Compliant
- Experience making presentations
- Instructional Technology Skills

DESIRED QUALIFICATIONS:

- Completion of coursework or in-depth training such as attendance at the San Diego Area Writing Project Summer Invitational Institute through UCSD.
- Bilingual/Spanish

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

PERSONAL QUALITIES:

- Professional appearance, grooming, and personality which establish a desirable example for students.
- Enthusiastic, patient and tactful
- Enjoy working with young people
- High level of organizational skills

PHYSICAL DEMANDS:

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, or crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust 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.