

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### TEACHER ON SPECIAL ASSIGNMENT

#### QUALIFICATIONS:

- (1) Hold a regular Florida Teaching Certificate.
- (2) Currently employed as a teacher in Flagler County.
- (3) Five years successful teaching experience.
- (4) Demonstrated leadership ability.
- (5) High energy and enthusiasm level.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge child development. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal

#### JOB GOAL

To assist the principal with some of the administrative responsibilities normally associated with building level management.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Supervises the reporting and monitoring of student attendance and the investigative follow-up actions.
- \* (2) Performs such record keeping functions and document preparations as the principal may direct.
- \* (3) Assists in student supervision during the academic day and also during the extracurricular activity program as directed by the principal.
- \* (4) Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives..
- \* (5) Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
- \* (6) Cooperates in the conducting of safety inspections and safety drill practice activities.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.

**TEACHER ON SPECIAL ASSIGNMENT (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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 District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 10**

**Salary Lane:** Instructional IA8

**Approved 06/19/2018**