

**SCHOOL DISTRICT OF BAKER COUNTY
JOB DESCRIPTION**

TEACHER ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in an appropriate area.
- (3) Minimum of three (3) years successful experience in education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and State laws, State Board of Education Rules, and School Board policies applicable to assigned responsibilities. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others.

REPORTS TO:

Assigned Administrator

<p>JOB GOAL</p> <p>To provide selected teachers with leadership and professional growth opportunities and to provide the school or District assistance in a designated function or service area.</p>

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Participate in the planning, implementation, and evaluation of assigned program or service area.
- * (2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- * (3) Prepare all required reports.
- * (4) Maintain all appropriate records.
- (5) Follow established guidelines, procedures, and policies.
- (6) Make recommendations for improvement in policies and procedures related to assignment.
- (7) Participate in staff development activities and access other resources to increase knowledge, skills, and abilities in the area of responsibility.
- (8) Assist others, as appropriate, in understanding the assigned area of responsibility.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

84.00

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

or

Medium work: Exerting up to 50 pounds of force occasionally and / or up to 20 pounds of force as frequently and / or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of 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 4 (or) 5