

Position: Teacher on Special Assignment**Classification:** Certificated**Reports to:** Area Administrator or Designee**Range:** Certificated Salary Schedule

SUMMARY

Under administrative supervision, provide coaching and instructional support to site administrators, classroom teachers and school sites; plan and coordinate curricular alignment in all content areas and for all grade levels; develop and deliver professional learning on a variety of cross-disciplinary topics.

SPECIFIC RESPONSIBILITIES

1. Coach teachers in the integration of effective, evidence-based instructional strategies, technology, and competencies to support core curriculum goals.
2. Assist school site leadership teams in developing instructional components of site strategic plans.
3. Support teachers in document student progress
4. Helps teachers develop and implement classroom-based developmentally appropriate interventions for individual students and groups of children to enhance their acquisition of social/emotional and cognitive skills.
5. Coordinate with school site leaders to implement site and district strategic plans, instructional strategies, technology, and competencies into instruction.
6. Contribute to the leadership and direction in defining teaching and learning.
7. Participate in the development and implementation of departmental goals, objectives, policy priorities, standards, and procedures.
8. Prepare proposals for innovative instructional practices and resources.
9. Develop and deliver instruction, technology, and assessment workshops.
10. Communicates with parents and school counselors on the individual pupil's progress.
11. Supervises pupils in out-of-classroom activities and participates in faculty committees.
12. Administers or monitors individual and group tests.
13. Keeps abreast of innovative teaching and learning practices through reading journals, books, and online resources.
14. Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS**Education:**

Bachelor's degree from an accredited college or university; Master degree desired

Credential:

Possession of a valid California credential

Experience

1. Minimum of five years of effective instructional experience in K-12 institutions
2. Demonstrated ability to improve student learning and achievement
3. Experience in providing professional development, mentoring and/or teacher support
4. Experience working with diverse groups of stakeholders including certificated and classified staff, site administrators, parents, students, business partners, and community members
5. Experience in project planning and coordination preferred.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

05/29/2020