

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Teacher on Assignment

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Teaching Credential

EDUCATION: Required B.A. or B.S.
Additional training, graduate work, or degrees in education

Desired M.A. or M.S. or 30 units beyond the B.A. or B.S.

EXPERIENCE: Required Three or more years of successful teaching experience

Desired Experience in program coordination. Such program coordination may include the establishment and maintenance of Title I and SIP programs.

SKILLS:

Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators.

Skills in motivating students, communicating with individuals from varied educational and cultural backgrounds, directing support personnel, evaluating performance.

Knowledge of age appropriate teaching methods, state curriculum standards, California Standards for the Teaching Profession.

Ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines.

BRIEF DESCRIPTION OF POSITION

Under the direction of the supervisor, the Teacher on Assignment will provide support in specific program emphasis areas. Teachers on Assignment will coordinate and oversee the educational support activities related to a program, provide staff development in order to meet programmatic needs and requirements, and work with teachers, paraprofessionals and site level and or District level administrators in support of the overall instructional and professional development programs. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS

- Provide school site and District level inservices for teachers, paraprofessionals, and parents.
- Provide assistance to schools in implementing the curricular and professional growth programs.
- Attend conferences and workshops and disseminate information on program related topics.
- Assist and coach classroom teachers, and others, to more effectively implement state content standards and the California Standards for the Teaching Profession.
- Conduct assessments if appropriate to the position held.

- May assist in the selection of books, instructional aides, and instructional supplies and equipment and maintain required inventory records.
- May assist with the administration of standardized tests in accordance with District testing program and record the results.
- May assess and evaluate students' academic, social, and physical growth and keep appropriate records in accordance with District policies and procedures in order to provide support to the classroom teacher.
- Assist with the identification of pupil needs and work with professional staff members in their efforts to assess and help pupils solve health, attitude, and learning problems.
- Assist other teachers for the purpose of implementing curriculum.
- Assist with the development of District curriculum documents.
- May plan meetings with certificated/classified staff.
- Participate in appropriate committee meetings and activities.
- Perform other related duties as assigned by the supervisor.

OTHER JOB FUNCTIONS

- Network with other teachers and school personnel for the purpose of improving the quality of student outcomes, developing solutions, planning curriculum, and/or providing information.
- Participate in or provide inservice/staff development programs for the purpose of meeting professional growth, state/district/credential requirements.
- Participate cooperatively with the supervisor to implement the system by which the employee will be evaluated in conformance with the District's evaluation procedures including attainment of District goals and objectives.
- Communicate effectively with staff and parents.
- May plan and coordinate the work of paraprofessionals and/or volunteers.
- Maintain proficiency in the operation of available resource equipment.

PHYSICAL REQUIREMENTS

Significant physical abilities include: standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/accommodation/color vision/field of vision.

OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.