

## **TEACHER ON SPECIAL ASSIGNMENT**

### **DEFINITION**

Under the direction of an assigned administrator, organize and participate in the implementation of an assigned instructional program or activity.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly associated with teaching and instruction. Directly related teaching and instruction experience is required to perform problem analysis using prescribed principles, methods and concepts. A teacher in this classification performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process through the assigned instructional program or activity. The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data and alternative problem solutions in order to successfully implement the program or find solutions to programmatic constraints.

The position classification performs duties related to programmatic development, implementation and evaluation, reflective of state and federal guidelines pertaining to the assigned instructional program. The position requires knowledge of the cultural and linguistic differences among students, as well as the importance of parent and/or community involvement in the assigned program. This position also requires knowledge of interpersonal skills using tact, patience and courtesy; basic computer operation in word processing; record-keeping and report-writing techniques.

This position classification performs light work that involves sitting a portion of the time, but requires walking and standing for extended periods and may occasionally require moving or lifting of up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects and providing oral information. The employee is directly responsible for safety, well-being or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **ESSENTIAL DUTIES:**

- Plan, organize and participate in the implementation of an assigned instructional program or activity.
- Coordinate and integrate program activities for assigned program.
- Design curriculum and procure materials and supplies for the program.

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- Schedule and monitor staff activities.
- Provide and facilitate staff and volunteer training in areas related to the program.
- Assist in the development of the program and/or grant application budget and expenditure control process.
- Collect and compile data required for the preparation of reports.
- Consult with and provide support to principals on sites where assigned programs exist.
- Work with collaborators including community groups and organizations and institutions of higher learning in the planning and implementation of the program.
- Make recommendations to administrators regarding the program.
- Prepare written communications and promotional materials regarding the program.
- Serve as a liaison and spokesperson to the community and agencies regarding the program.
- Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge Of:

- Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of elementary, middle school, and/or high school level pupils.
- Behavioral management strategies.
- Budget process.
- Curriculum design and review applicable to assigned program.
- Community-based organizations, educational agencies, law enforcement agencies, other local, state and federal agencies, and private organizations and businesses that either are or could be involved with assigned program.
- California frameworks, content and performance standards;
- Human relations strategies, conflict resolution strategies, and team-building principles and techniques;
- Technology including computers and computer programs.
- Businesses and services available within the Orange Unified School District.

Ability To:

- Plan, implement and coordinate activities and procedures designed to ensure a successful program.
- Develop, adapt, implement and assess elementary, middle school, and/or high school curriculum.
- Seek appropriate resources for the program.
- Create and maintain a strong and cooperative working relationship with other agencies, institutions of higher learning, committees, boards and interested groups and individuals.
- Make presentations to students, school staff, community-based organizations, the business community and others who are interested in and may be of assistance to the program.
- Communicate effectively both orally and in writing.

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- Utilize creative ideas and descriptive language in promoting the program and expressing a view point or policy position.
- Develop reporting procedures in order to document, evaluate and make recommendations regarding the effectiveness of programs that have been developed.
- Stand, sit or walk for extended periods.
- Utilize technology and operate computers and computer programs.
- Bend at the waist, kneel or crouch.
- Reach overhead, above the shoulders and horizontally.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years successful full-time K-12 teaching experience including experience in school and community leadership roles which required public speaking and organizational tasks and involvement in community collaborations.

Education:

Possession of a baccalaureate or higher degree from an accredited college or university with emphasis in elementary or secondary education, instructional technology, a field directly related to the assigned instructional program or activity, a subject matter field commonly taught in grades K-12, and/or closely related field areas.

**Certification Requirement:**

Possession of a valid California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.