

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(AREA ACHIEVEMENT SPECIALIST)

MAJOR FUNCTION:

Assists the Area Superintendent in advocating, facilitating, and monitoring strategies that improve student achievement. Acts as a liaison between area schools and the district to secure information, resources, and interventions that improve student achievement.

DUTIES AND RESPONSIBILITIES:

Advocates, facilitates and monitors:

- the development of a leadership system that guides all activities of the Area toward highest student achievement.
- the curriculum, instruction, assessment, and improvement system in the Area utilizing district-wide services as determined through cooperative planning with the Curriculum and Instruction Division.
- the alignment of school vision and mission and decision making to the district vision and mission.
- the use of the integrated management system in daily school/classroom operations.
- the review and communication to parents of progress toward school/classroom goals.
- the development of a school/classroom improvement plan that is aligned to the District's Comprehensive Plan.
- the development of school/classroom goals and objectives that are aligned to the Pinellas County Schools Student Expectations and the next level/course/grade.
- the schools allocation of time and resources to determine consistency with the goals and objectives of the School Improvement Plan.
- the development of school plans that include long term goals which focus on highest student achievement.
- the inclusion of effective strategies in the School Improvement Plan that address underachieving students.
- a system that focuses on the achievement of customer requirements and satisfaction between school/classroom levels.
- incorporation of customer requirements in the development of the School Improvement Plan.
- the regular assessment of customer satisfaction as a means of identifying improvement opportunities.
- the communication of information on issues, needs, and district initiatives that support school/classroom goals.
- the use of comparison, trend and benchmark data to assess the rate of school/classroom improvement.
- the development of information systems to routinely monitor school/classroom results that guide improvement efforts.
- the use of cooperative approaches in teaching, learning and decision-making processes.
- systems to recognize contributions toward achieving school/classroom goals.
- systems to train and educate teachers and students in key classroom processes as defined in the teaching and learning policy (6Gx52.5.01).
- the level of student/teacher involvement, well-being and satisfaction.
- the orientation of new teachers, teacher assistants, substitutes, and volunteers.
- the systematic processes used to implement student achievement strategies.
- the use of the integrated management system to improve the teaching and learning processes.
- the delivery and improvement, Plan, Do, Study, Act (PDSA) of the teaching and learning processes in collaboration with the Curriculum and Instruction Division.
- the communication of supplier information needed for student success.
- the use of best practices in the alignment of curriculum, instruction, assessment, and improvement.

Teacher On Special Assignment (Area Achievement Specialist)

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Possession of (or eligible for) a valid regular Florida teaching certificate. Three (3) years of professional teaching experience in Pinellas County Schools.

PREFERRED:

Master's Degree. Demonstrated understanding of the Curriculum, Instruction, Assessment, and Improvement (CIAI) system, Student Achievement Model (SAM), Student Achievement Institute (SAI), Classroom Learning System (CLS), and integration of technology with curriculum and instruction. Possess documented examples of experience in establishing rapport when training and coaching others and documented examples of the use of data to drive decisions.

ISSUED: 6/98 AK; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/27/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Teacher on Special Assignment (Area Achievement Specialist)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher on Special Assignment (Area Achievement Specialist) - INS