

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Exceptional Student Education Secondary Level)

MAJOR FUNCTION:

Facilitates learning, allocates resources, monitors classroom achievement results and works to continually improve the learning processes for all students. The position is responsible for the development, leadership and management of an Exceptional Student Education (ESE) department support system that is aligned with the Curriculum Services and school improvement process.

DUTIES AND RESPONSIBILITIES:

- Monitors student assessment results of ESE High School students (Florida Comprehensive Assessment Test (FCAT), HighSchool Competency Test (HSCT) alternative assessment).
- Maintains follow-up of students who have received supported employment services.
- Collects and maintains data on the results of Career Assessment recommendations.
- Provides ESE job follow-up for selected high schools.
- Serves as Curriculum Services Connector.
- Provides periodic monitoring of high school matrices/ Individual Education Plan (IEP)'s to ensure alignment.
- Assists with departmental initiatives as needed (i.e., IEP training, New Teacher Orientation (NTO), discipline reviews, etc.).
- Serves as ESE Liaison in the district reading/literacy initiative.
- Assists teachers in maintaining a classroom atmosphere conducive to learning and highest student achievement.
- Involves stakeholders in the development of shared vision, mission and goals.
- Effectively communicates and implements classroom expectations to all stakeholders.
- Demonstrates involvement in school, classroom and community activities working toward continual improvement.
- Regularly reports progress on department goals and processes.
- Consistently models cooperation and teamwork through professionalism.
- Deals professionally and appropriately with all stakeholders.
- Develops and communicates long and short-term department plans and goals.
- Develops, monitors and communicates evaluation and measurement systems for student achievement.
- Allocates time and resources consistent with the department plan.
- Builds, maintains and improves student, parent and community partnerships.
- Provides for input from students and parents for development of improvement strategies.
- Considers next level/course expectations and levels of satisfaction in determining department aim.
- Aggregates, maintains and monitors customer satisfaction and dissatisfaction data to help determine needs and priorities.
- Maintains and monitors an information system that supports the department goals.
- Analyzes and uses relevant data for decision making.
- Aligns department plans with the Curriculum Services division plan.
- Uses comparison and benchmarking data in the analysis of department performance.
- Trains teachers in quality terms, tools and techniques by modeling.

TEACHER ON SPECIAL ASSIGNMENT (Exceptional Student Education - Secondary Level)

DUTIES AND RESPONSIBILITIES (Continued):

- Recognizes student successes.
- Provides access to school and community services.
- Maintains an environment conducive to safety, well being and professional growth and continuously monitors trends and measures of student and staff well being and morale.
- Maintains a personal/professional development plan and engages in professional development activities.
- Facilitates access to student, department, school and community services.
- Uses PDSA process to research, evaluate, design and deliver optimum assistance with departmental initiatives.
- Ensures that personal processes are aligned to team/departmental and school goals.
- Secures and effectively utilizes available resources.
- Summarizes and reports current levels and trends in department processes and activities.
- Summarizes and reports improvement trends as a result of department improvement initiatives.
- Summarizes and reports current levels and trends in classroom support services (textbooks, supplies, budget).
- Summarizes and reports trends in quality of entering and leaving students.
- Performs related duties as required.

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 successful ESE teaching in Pinellas County Schools.

PREFERRED:

Master's degree

ISSUED: 7/98 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 3/09/06 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(ESE Secondary Level)

<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				

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