

TEACHER ON SPECIAL ASSIGNMENT
(READING AND LANGUAGE ARTS)

MAJOR FUNCTION:

Provides assistance to school-based administrators and teachers in implementing effective reading and language arts programs, including curriculum, instruction, professional development, progress monitoring, assessment, materials, classroom management, instructional technology and the evaluation/analysis of students and programs.

DUTIES AND RESPONSIBILITIES:

- Maintains a professional development plan and engages in professional development activities
- Represents reading and language arts on cross functional teams
- Assists school in implementing proven methods of scientifically based reading instruction in classrooms to prevent and correct reading difficulties
- Represents the district at state, regional, national and international conferences on educational research and effective practices in the teaching of reading and writing
- Serves as liaison with community groups, parents, colleges and universities and other agencies
- Develops and promotes the use of integrated management systems
- Assists teachers to evaluate and improve the classroom instruction planning process
- Assists with and monitors required assessments
- May provide oversight for the development and implementation of Read 180 pedagogy
- May provide support for implementation and troubleshooting of Read 180 software
- Assists with modifying curricula and assessment strategies and materials such as Florida Comprehensive Assessment Test (FCAT) Reading and Writing, Read 180, seminars for teachers of struggling readers, Creating Independence through Student-owned Strategies (CRISS).
- Coordinates the alignment of reading and language arts goals and objectives to school-level improvement plans, Curriculum Services Division goals and the district's strategic directions
- Solicits and/or provides input from students, parents and business partners in the development of reading and language arts programs and improvement strategies
- Demonstrates involvement in school, classroom and community activities working toward continual improvement
- Collects, aggregates, maintains and monitors customer satisfaction data to help adjust program development, implementation and improvement
- Provides stakeholders with timely access to information and data for program improvement and student achievement
- Uses Plan, Do, Study, Act (PDSA) process to research, evaluate, design and deliver optimum assistance with departmental and division initiatives
- Maintains and monitors an information system that supports department and division goals
- Maintains, monitors and collects data for an information system that supports program development, improvement and evaluation
- Monitors and communicates trend, benchmark and comparison data in the areas of curriculum, instruction, assessment and improvement in reading and writing
- May assist school personnel in analyzing data for continuous improvement of reading instruction and achievement

TEACHER ON SPECIAL ASSIGNMENT (Reading and Language Arts)

DUTIES AND RESPONSIBILITIES (Continued):

- Models, co-teaches and coaches teachers in the use of strategies for struggling readers and writers
- Provides support and materials for students and teachers in special reading and language arts programs as well as in general education
- Coordinates professional training for secondary reading and language arts teachers and administrators
- Encourages teachers' involvement, empowerment, responsibility and innovation in school improvement activities
- Provides support for articulation of English Speakers of Other Languages (ESOL) and Exceptional Student Education (ESE) guidelines and pedagogy in reading and writing programs
- Recognizes contributions to program goal achievement
- Provides program development, professional development and classroom coaching for reading and language arts teachers, including Read 180 teachers
- Assists schools in securing appropriate instructional materials
- Provides for the evaluation and improvement of reading and writing programs
- Assists teachers with creating classroom learning systems
- Assists schools with articulation of reading and writing programs from grade to grade
- Systematically collects, analyzes, monitors results, and reports data to support decision-making in order to review and improve project action plans, timelines, processes and systems
- May contribute to school accountability for results aligned to improvements in reading instruction utilizing scientifically based reading research and student achievement
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with certification in Reading (or acquire reading endorsement within one (1) year of hire), English, Elementary Education, SLD or VE. Possession of or eligible for a valid regular Florida teaching certificate. Three (3) years of related professional experience.

PREFERRED:

Masters degree from an accredited college or university. State certification in Administration/Supervision, Educational Leadership, or an equivalent certificate as defined by the Florida Department of Education, or experience in administration/supervision. Demonstrated experience in conducting training and curriculum development in elementary, secondary general, ESE and ESOL education. Demonstrated experience in alignment of curriculum, instruction, software programs and assessment. Demonstrated expertise in training in the areas of motivation, struggling readers and writers, technology and classroom learning systems.

ISSUED: 6/00 PBL; REVISED D&R, MQ: 4/04 AK; REVISED FORMAT: 3/02/06 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.

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<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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