

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Teaching And Learning Systems Development / Secondary Emphasis)

MAJOR FUNCTION:

To provide assistance in the development and coordination of teaching and learning projects with an emphasis on technology, curriculum development and teacher training.

DUTIES AND RESPONSIBILITIES:

- Maintains a professional development plan and engages in professional development activities
- Serves as a Curriculum Services school connector
- Represents Teaching and Learning department on cross functional teams
- Represents the district at state, regional, national and international conferences on educational research and effective practices
- Serves as liaison with schools and district departments, including Management Information System (MIS)
- Develops and promotes the use of integrated management systems
- Assists with the design and development of training materials
- Assists with the ongoing training of school Student Achievement Model (SAM) teams
- Assists in the development process of further SAM assessments
- Assists in developing future technology for Teaching and Learning department needs (e.g., web pages, assessments)
- Supports student achievement research and development projects
- Coordinates the alignment of Teaching and Learning goals and objectives to school-level improvement plans, Curriculum Services Division goals and the district's strategic directions
- Collects input from teachers, administrators and other professional staff in the development of Teaching and Learning projects
- Demonstrates involvement in school, classroom and district 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
- Communicates the purpose of projects to schools
- Uses Plan, Do, Study, Act (PDSA) process to research, evaluate, design and deliver optimum assistance for 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
- Assists in the collection, reporting, and analysis of student achievement data for Teaching and Learning projects

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DUTIES AND RESPONSIBILITIES (Continued):

- Models, and coaches teachers, administrators and other professional staff in the use of Curriculum, Instruction, Assessment, and Improvement system (CIAI), Human Dynamics and Integrated Management System (IMS)/ Classroom Learning System (CLS)
- Coordinates professional training for teachers and administrators
- Assists in the coordination of Student Achievement Institute (SAI) institutes and other teaching and learning projects
- Assists in training administrators on evaluating and supporting best instructional strategies
- Demonstrates knowledge and use of computer applications such as Excel and Power Point
- Assists schools with technology issues related to teaching and learning projects
- Encourages teachers' involvement, empowerment, responsibility and innovation in school improvement activities
- Assists in monitoring department budgets
- Assists with recommendations for district data collection processes
- Provides for the evaluation and improvement of teaching and learning department processes
- Systematically collects, analyzes and reports data to support decision-making in order to review and improve project action plans, time lines, processes and systems
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Holds or is eligible for a Florida Educator Certificate for the level and subject area in which he/she is to work. Demonstrated successful secondary/elementary teaching experience.

PREFERRED:

Masters degree from an accredited college or university. Secondary experience. Demonstrated skills in oral and written communication and in working with students, parents, teachers, administrators, and businesses. Demonstrated experience in the use of multiple computer applications including Excel. Demonstrated experience in using an integrated management system in the classroom..

ISSUED: 10/00 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 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.

Teacher on Special Assignment (Teaching & Learning Systems Development / Secondary Emphasis)

WORKING CONDITIONS & PHYSICAL EFFORT:	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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