

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Teacher Induction Program)

MAJOR FUNCTION:

Coordinates the implementation of the staff development Goals 2000 Grant focused on classroom management. Develops, conducts and coordinates training and product development designed to increase intrinsic motivation and student achievement at the classroom level.

DUTIES AND RESPONSIBILITIES:

- Works with district staff, teachers and university personnel to develop training modules for embedding classroom management strategies into curricular and instructional system.
- Facilitates, coordinates, and delivers training to all stakeholders and stakeholder groups.
- Serves as a grant representative on various cross-functional teams.
- Assists the Induction Program coordinator in the planning and organizing of grant projects.
- Serves as a liaison to the partner universities and districts.
- Assists with program evaluations and revisions.
- Assists in coordinating and monitoring the grant budget.
- Models, co-teaches, and coaches the use of effective classroom management strategies.
- Develops and promotes the use of integrated management systems in grant activities and their alignment to district goals.
- Conducts and/or coordinates evening and Saturday workshops.
- Assists in the development of training materials.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Three (3) years of successful teaching experience within Pinellas County. Demonstrated ability to train/coach/mentor adult learners. Involvement in district-wide curriculum development and/or professional education. Experience in the use of multiple computer applications. Demonstrated excellence in oral and written communications.

PREFERRED:

Master's degree. Trained as a Teacher Induction Mentor. Quality Concepts training completed. Trained in Quality Leadership or Facilitative Leadership.

ISSUED: 6/00 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.

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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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