

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Technology Literacy)

MAJOR FUNCTION:

Coordinates the implementation of the Read 180 program in four dropout prevention schools. Develops, conducts and coordinates training and programs on integrating technology into the curriculum to improve student achievement at the project schools.

DUTIES AND RESPONSIBILITIES:

- Relating directly to the Technology Literacy grant resource teacher:
- Works with district staff and teachers to develop student assessments in communication and technology skills.
- Facilitates, coordinates and delivers technology training to all stakeholders and stakeholder groups including private schools.
- Serves as a grant representative on technology committees and cross-functional teams.
- Assists in the planning and organizing of grant projects.
- Assists in identifying and distributing professional education materials and resources.
- Assists with program evaluations and revisions to related programs.
- Assists in coordinating and monitoring the grant budget.
- Works with project schools improvement teams related to grant goals and student achievement.
- Models, co-teachers, and coaches teachers in the use of effective strategies.
- Collects and reports student achievement data.
- Develops and promotes the use of integrated management systems in grant activities and their alignment to district goals.
- Develops partnerships with businesses to give students the opportunity to communicate with professionals in many fields.
- Conducts evening and Saturday workshops.
- Works with USF on the development of training materials.
- Coordinates the installation of network equipment in project schools.
- Attend curriculum and network training to use current skills and strategies in supporting project schools.
- Performs other 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 teaching at level of assignment. Demonstrated involvement in districtwide curriculum development and/or professional education. Extensive background involving integrating technology into the curriculum.

PREFERRED:

A Master's degree. Twelve (12) college credit hours in computer education or computer science. Experience in teaching reading.

ISSUED: 9/97 PBL; REVISED (MF & D/R): 8/99 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 (Technology Literacy)

<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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