SCHOOL DISTRICT OF ALACHUA COUNTY

TEACHER, SPECIALIST

JOB DESCRIPTION

JOB CODE:	510901, 510902, 520900, 530900, 530901, 550521, 612121, 630120, 630123, 630126, 631001, 640125, 640126, 910125	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Exempt	**SALARY SCHEDULE:**	Instructional

QUALIFICATIONS:

(1) Bachelors degree from an approved accredited educational institution. Masters degree preferred.
(2) Certification or qualified in accordance with Florida Statutes and Sate Board Rules.
(3) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in written and oral communication, curriculum/program development, planning and organization. Knowledge of current education trends methods, research and technology. Ability to read, interpret and follow State Board Rules, Code of Ethics, School Board policies and the appropriate state/federal statutes. In-depth knowledge of assigned curriculum, program or service area. Ability to collect, analyze and interpret data. Ability to work collaboratively with others. Ability to maintain accurate records and prepare reports. Ability to monitor programs for effectiveness and/or compliance.

REPORTS TO:

District Administrator

JOB GOAL

To provide expertise, technical assistance and support in the planning, implementation and evaluation of assigned curriculum, program or service in accordance with district philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Develop short and long-range plans based on district and state curriculum and instructional priorities.
*(2) Define goals and objectives for the assigned curriculum, program or service assignment.
*(3) Plan with teachers and instructional leaders to develop and implement curriculum, behavior management programs or assessment programs in the school/district.
*(4) Revise curriculum, program or service delivery based on annual assessments.
*(5) Plan and prepare programs and activities considering students' culture, learning styles, special needs.
*(6) Serve on school/district committees for the planning and implementation of programs and/or services.
*(7) Participate, as requested, in the planning of educational facilities that will support the

objectives of the district.

*(8) Establish and maintain a positive, organized and safe working environment.

*(9) Assist teachers in establishing routines and procedures and working with students on consistently following them.

*(10) Demonstrate respect for diverse perspectives, ideas and options.

*(11) Foster mutual respect between adults and students.

*(12) Use technology resources effectively.

*(13) Assist in identifying program or service needs and in developing the budget for the assigned area of responsibility.

*(14) Develop and assist teachers in using assessment strategies (traditional and alternative) to support the continuous development of learners.

*(15) Assist school personnel in the collection, analysis and use of data for assessment, evaluation and decision making.

*(16) Evaluate assigned area of responsibility, program or services using established criteria.

*(17) Solicit evaluation of curriculum, program or service area from teachers, principals and other appropriate stakeholders.

*(18) Use evaluation results to improve program or services.

*(19) Provide assistance and coordination in curriculum development, alignment, implementation and evaluation.

*(20) Assist school administrators and teachers in understanding curricular programs and implications for instructional practice.

*(21) Use appropriate materials, technology and resources to help teachers to implement effective instructional strategies.

*(22) Coordinate the selection, use and evaluation of instructional materials.

*(23) Assist teachers in providing appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.

*(24) Provide support and assistance to teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials and addressing needs of individual students.

*(25) Plan, implement and evaluate inservice to teachers, administrators and other school staff.

*(26) Interpret and use data (including but not limited to standardized and other test results) for planning, decision making and program evaluation.

*(27) Communicate effectively, orally and in writing, with other professionals, students, parents and community.

*(28) Provide accurate and timely information to teachers, administrators and community.

*(29) Demonstrate knowledge and understanding of assigned curriculum content, program or service area.

*(30) Engage in continuing improvement of professional knowledge and skills.

*(31) Demonstrate punctuality and regular attendance.

*(32) Comply with policies, procedures and programs.

*(33) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.

*(34) Manage materials and equipment effectively.

*(35) Maintain accurate and complete records in accordance with District procedures.

*(36) Maintain confidentiality of student and other professional information.

(37) Perform other duties as assigned.

TEACHER, SPECIALIST (continued)

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10