

**TEACHER ON SPECIAL ASSIGNMENT**  
**(ESE READ 180 - TECHNOLOGY SPECIALIST)**

**MAJOR FUNCTION:**

To provide assistance to school-based administrators and Exceptional Student Education (ESE) teachers in implementing the Read 180 program and Universal Access Stations, including training and assisting teachers in using the technology in their classroom to improve student achievement, and troubleshooting and maintaining the hardware and software.

**DUTIES AND RESPONSIBILITIES:**

- Maintains a professional development plan and engages in professional development activities
- Serves as an Individuals with Disabilities Education Act (IDEA) team member
- Represents technology on cross functional teams
- Serves as liaison with community groups, parents, colleges and universities and other agencies
- Develops and promotes the use of integrated management systems
- Provides oversight for the development and implementation of Read 180 and the Universal Access Stations
- Provides support for implementation and troubleshooting of Read 180 and Universal Access Station hardware and software
- Coordinates the alignment of ESE, reading and language arts and instructional technology goals and objectives to school-level improvement plans and the district's strategic directions
- 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
- Provides support and technology related materials for students and teachers in ESE reading and language arts programs as well as in general education
- Coordinates professional training for ESE reading and language arts teachers and administrators
- Encourages teachers' involvement, empowerment, responsibility and innovation in school improvement activities
- Recognizes contributions to program goal achievement
- Assists schools in securing appropriate technology materials
- Provides for the evaluation and improvement of reading and writing programs
- Assists teachers with creating classroom learning systems
- Systematically collects, analyzes and reports data to support decision-making in order to review and improve project action plans, timelines, processes and systems
- Performs other related duties as required.

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### **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 related professional experience.

### **PREFERRED:**

Masters degree from an accredited college or university in instructional technology. Experience in ESE. Considerable working knowledge of computer operating systems and local area networks. Demonstrated experience in alignment of curriculum, instruction, software programs and assessment.

ISSUED: 6/23/03; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/28/06 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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| <b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>   | Seldom<br>Or<br>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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