

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2327  
Instructional

FLSA: Exempt

**TEACHER ON SPECIAL ASSIGNMENT**  
**(K-12 Social Studies / Multicultural Liaison)**

**MAJOR FUNCTION:**

Provides assistance to the K-12 Social Studies Supervisor in curriculum development and training involving curriculum, instruction, and assessment strategies that improve student achievement in the K-12 Social Studies/Multicultural program. Provides assistance to school-based administrators and teachers in implementing effective K-12 social studies/multicultural programs, including curriculum, instruction, assessment, materials, instructional technology and the evaluation of programs. Serves as a multicultural liaison between the district office and schools.

**DUTIES AND RESPONSIBILITIES:**

- Maintains a professional development plan and engages in professional activities.
- Serves as a multicultural liaison to schools.
- May serve as a Curriculum Services school connector.
- Represents social studies on cross-functional teams.
- Represents the district at state, regional conferences on educational research and effective practices in the teaching of social studies.
- 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 development of curriculum and material for social studies and multicultural related courses.
- Assists in research and development of teaching and learning strategies related to increased student achievement in social studies classes.
- Assists in development and monitoring of assessments aligned to the Sunshine State Standards, Grade Level Expectations, Pinellas County Schools Student Expectations (PCSSE), and Pinellas County course descriptions.
- Assists in Economics Quiz Bowl competition for middle schools.
- Provides instruction for social studies teachers in effective teaching and learning strategies.
- Assists in training in the use of data to improve instruction in the area of social studies and multicultural courses.
- Assists in development of assessments for social studies Essential Learnings.
- Provides input from students, parents and business partners in the development of social studies/multicultural programs and improvement strategies.
- 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.

## **TEACHER ON SPECIAL ASSIGNMENT (K-12 Social Studies/Multicultural Liaison)**

### **DUTIES AND RESPONSIBILITIES (Continued):**

- Maintains, monitors and collects data for an information system that supports program development, improvement and evaluation.
- Maintains and monitors an information system that supports department and division goals.
- Monitors and communicates trend, benchmark and comparison data in the areas of curriculum, instruction, assessment and improvement in social studies/multicultural programs.
- Provides support and materials for students and teachers in special social studies/multicultural programs as well as in general education.
- Coordinates professional training for social studies teachers and administrators.
- Encourages teachers' involvement, empowerment, responsibility and innovation in school improvement activities.
- Provides support for articulation of ESOL and ESE guidelines and pedagogy in social studies programs.
- Recognizes contributions to program goal achievement.
- Provides program development, professional development and classroom coaching for social studies teachers.
- Assists schools in securing appropriate instructional materials.
- Provides for the evaluation and improvement of social studies/multicultural programs.
- Assist teachers with creating classroom-learning systems.
- Assist schools with articulation of social studies essential learning's.
- 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.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Possession of, or eligible for, a valid regular Florida Educator Certificate in Elementary Education. At least three (3) years of successful teaching in elementary social studies.

### **PREFERRED:**

Master's degree from an accredited college or university. Experience in conducting training and curriculum development. Demonstrated experience in alignment of curriculum, instruction, and assessment. Expertise in training in the areas of motivation, cooperative learning, reading and writing strategies in social studies, technology, economics and the development of Holocaust and African American curriculum guidelines.

ISSUED: 6/00 PBL; REVISED D&R: 5/04 AK; REVISED FORMAT: 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.

**TEACHER ON SPECIAL ASSIGNMENT (K-12 Social Studies/Multicultural Liaison)**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Teacher on Special Assignment, (K-12 Social Studies/Multicultural Liaison) - INS