

TEACHER ON SPECIAL ASSIGNMENT
(School / Student Achievement Specialist)

MAJOR FUNCTION:

The student achievement specialist is responsible for assisting the school administration and faculty in advocating, facilitating, and monitoring interventions that improve student achievement. The student achievement specialist will act as a liaison between their school/district and the area office to secure information, resources, and interventions that improve student achievement.

DUTIES AND RESPONSIBILITIES:

LEADERSHIP

- Assists in the development of a school/classroom improvement plan that is aligned to the district comprehensive plan.
- Facilitates articulation between administration and faculty and among grade levels or departments regarding student achievement issues.
- Performs instructional leadership functions as assigned by the principal.
- Serves as a school representative to the school community and business community.
- Assists with school-based program evaluation.
- Collaborates with the area achievement specialist, the C & I connector and the pro-ed facilitator.
- Is knowledgeable about and supports district initiatives to enhance student achievement. (e.g., student achievement model (SAM), classroom learning system (CLS), early success program (ESP), academic improvement plan (AIP), Pinellas County Schools student expectations, read 180, curriculum technology integration, algebra success, CRISS, etc.)

STRATEGIC PLANNING

- Oversees the development of long and short term goals and processes to ensure that each classroom focuses on the Pinellas County Schools student expectations.
- Participates in the analysis of the school's data and the development and implementation of the school improvement plan.
- Sets clear targets that can be measured by results.
- Helps align school initiatives with the district comprehensive plan.

CUSTOMER FOCUS AND SATISFACTION

- Assists in monitoring the school's customer satisfaction results.
- Ensures that school and classroom processes support the school's improvement plan and the district comprehensive plan.
- Assists in monitoring the level of student/teacher involvement, well-being and satisfaction.

INFORMATION AND ANALYSIS

- Monitors and communicates results data to stakeholders.
- Contributes to an information system that supports the accomplishment of school goals and the Pinellas County Schools student expectations.
- Helps school personnel use data to make decisions to improve instruction.
- Uses comparison, trend and benchmark data to assess the rate of school/classroom improvement.

HUMAN RESOURCES DEVELOPMENT AND MANAGEMENT

- Provides effective school-based training to improve academic performance results.
- Conducts demonstration lessons in classrooms.
- Shares best practices, especially those that assist struggling students.
- Supports county initiatives by providing appropriate training (e.g. SAM, CLS, ESP, Pinellas County school student expectations, AIP, read 180, curriculum technology integration, algebra success, CRISS, etc.)
- Provides recognition of school personnel using best practices.
- Assists with the orientation of new staff members.

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DUTIES AND RESPONSIBILITIES: Continued

PROCESS MANAGEMENT

- Continually uses PDSA process.
- Assists with the AIP development and monitoring process.
- Works with teachers to develop processes and strategies to meet the needs of diverse learners.
- Facilitates the use of an integrated management system in daily school/classroom goals.
- Assists with the review and communication to parents of progress toward school/classroom goals.
- Facilitates the communication of supplier information needed for student success.

Performance results

- Advocates, facilitates, and monitors
- Systems that examine the school/classroom performance level and improvement trends in highest student achievement and safe learning environment.
- Classroom/school accountability for results aligned to all district strategic directions.

Performs 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 in any field. At least three (3) years of successful teaching in Pinellas County Schools.

PREFERRED:

- Master's degree. Demonstrated understanding of the:
- Curriculum, instruction, assessment, and improvement (CIAI) system.
- Student achievement model (SAM).
- Student achievement institute (SAI).
- Classroom learning system (CLS).
- Integration of technology with curriculum and instruction.
- Documented examples of experience in establishing rapport when training and coaching others.
- Documented examples of the use of data to drive decision making.

ISSUED: 11/99 PBL; FORMAT REVISED: 10/04 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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