

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Secondary Student Achievement Research And Development)

MAJOR FUNCTION:

Develops, conducts and coordinates Student Achievement Model (SAM) training which will provide secondary teachers and administrators with best practices in applying the Plan, Do, Study, Act (PDSA) cycle to learning.

DUTIES AND RESPONSIBILITIES:

- Facilitates, coordinates and delivers SAM training to administrators, teachers, and other professional staff.
- Serves on student achievement committees and cross-functional teams.
- Assists with training design and development of training materials.
- Assists in planning and coordinating ongoing training of school SAM teams.
- Assists in planning and organizing presentations and PDSA meetings.
- Assists in developing and scheduling assessments.
- Assists in training administrators on evaluating and supporting best instructional strategies.
- Communicates the purpose of the project to schools.
- Coaches teachers in the use of effective strategies.
- Demonstrates teaching techniques in classrooms and other settings.
- Assists in monitoring budgets.
- Promotes the use of integrated management systems and their alignment to district goals.
- Coordinates Student Achievement Institutes.
- Supports student achievement research and development.
- Collects and reports student achievement data.
- Demonstrates computer applications, including Excel.
- Assists schools in resolving technology problems related to SAM.
- Makes recommendations for district data collection processes.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Holds or is eligible for a Florida Educator Certificate for the level and subject area in which he/she is to work. Three (3) years of professional teaching experience.

PREFERRED:

Secondary experience. Demonstrated skills in oral and written communication and in working with students, parents, teachers, administrators and businesses. Experience in the use of multiple computer applications, including Excel. Experience with the Student Achievement Model in the classroom or as part of a SAM team. Experience in using a classroom integrated management system.

ISSUED: 5/98 AK; 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 (Secondary Student Achievement Research & Development)

<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				