

# Southern Kern Unified School District

## Position Description

Position Title: **Teacher on Special Assignment – Categorical and Special Programs**

Reports To: Superintendent

Prepared By: Staff

Date: July 8, 2011

Approved By: Governing Board

Date: July 13, 2011

**SUMMARY:** Performs duties as they pertain to categorical programs and special programs, including Special Education and English Language Learners, focused on research based instructional strategies and direct support to students. Responsible for organizing data collection and analysis for all categorical programs. Responsible for operation of all aspects of the curriculum, intervention, and implementation of categorical programs, in conjunction with school leadership. Work calendar to be collaboratively developed by employee and supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Assists in the program monitoring of special education program, ensures that SDAIE strategies are implemented
- Assists in the development of a long-range school curriculum plan
- Assists in providing advice and consultation to the professional staff in the development and execution of effective instructional methods and programs
- Monitors categorical funds to assure appropriate use of funds
- Assists in various writing opportunities, i.e. grants, applications for various honors, etc.
- Attends meetings and extra-curricular activities related to categorical programs and special programs
- Supports the District's programs and its policies and works for their improvement
- Plans and implements After School/Extended Learning intervention programs
- Provides professional development for teachers and Title I (NCLB) Paraeducators, including model demonstration lessons and ongoing support for teachers
- Assists with evaluation and selection of intervention program materials
- Meets with teachers to discuss and/or monitor student performance as related to categorical programs
- Evaluates student assessment data for program placement (i.e. reclassification of ELs / placement in GATE) in conjunction with other staff as directed
- Organizes and maintains student documentation for program participation and intervention services in conjunction with other staff as directed
- Evaluates effectiveness of categorical and special programs
- Plans and implements annual categorical parent meetings in conjunction with other staff as directed
- Updates the Single School Plan and Annual Site Title I Parent Compact in conjunction with School Site Council and site administrator
- Plans and attends English Language Advisory Committee meetings
- Oversees site level Categorical Program Monitoring
- Maintains professional standards and skills
- Maintains strict confidentiality
- Responsible for improving professional skills, keeping informed through professional organizations and other means, creating and presenting a good image, working toward upgrading educational standards and being a supportive staff member, including participation in professional and related activities
- Performs other duties as designated by Superintendent which are directly related to categorical and special programs

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**MINIMUM QUALIFICATIONS:**

- Fifteen years' experience in public schools of which not less than ten years have been successful teaching experience
- EL Authorization
- Knowledge of elementary curriculum, including highly developed competencies in categorical programs
- Meets District standards for physical and mental health

**DESIRABLE QUALIFICATIONS:**

- Master's Degree and advanced study in the field of elementary education, including areas of administration, supervision, and curriculum development
- Site level administration experience preferred
- Teaching experience at elementary levels preferred
- Knowledge of and commitment to contemporary management and instructional techniques
- Ability to represent the school with responsible, mature judgment, tact and decisiveness
- Ability to assist in effecting positive change in staff and programs

**OTHER SKILLS and ABILITIES:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to perform non-violent crisis intervention procedures
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for: shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, back lateral flexion, hip flexion and extension, knee extension
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard with speed and accuracy

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*