

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### TEACHER ON SPECIAL ASSIGNMENT

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in at least one (1) curriculum area.
- (3) Minimum of three (3) years successful teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent communication skills. Good listening skills. Positive people skills. Knowledge of state, federal and local laws, rules and regulations governing student behavior, curriculum assignments and Exceptional Student Education (ESE) placements. Computer literacy. Conflict resolution strategies. Physical and psychological development of assigned student age group. Stress management. Time management and organizational skills.

**REPORTS TO:**

Principal or designee  
District Administrator

#### JOB GOAL

To serve the school in areas as assigned by the School Principal to promote a safe, secure and strong learning environment.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise all areas of the school plant.
- \* (2) Serve as assistant in charge of student affairs.
- \* (3) Confer with parents, students and teachers in areas of student management and conflict resolution.
- \* (4) Supervise school functions before, during and after school hours.
- \* (5) Participate in Staff Development Programs for professional growth.
- \* (6) Work with the School Principal in the budget preparation cycle as a member of the "Shared Decision-Making" Team.
- \* (7) Provide feedback, ideas and observations in areas such as classroom management, behavior models and methods of instruction.
- \* (8) Provide leadership for student testing and designated analysis of student data.
- \* (9) Provide the School Principal with data on all reports prepared for District; e.g., discipline, attendance and in-school suspensions.
- \* (10) Prepare suspension and/or expulsion packets for parents and district personnel.
- \* (11) Communicate in a positive mode with parents, student, teachers, staff and District Personnel.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
- \* (13) Provide for a safe and secure workplace.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.

**TEACHER ON SPECIAL ASSIGNMENT** (Continued)

- \*(16) Maintain confidentiality regarding school matters.
- \*(17) Participate in workshops and training sessions as required.
- \*(18) Keep School Principal informed of potential problems or unusual events.
- \*(19) Respond to inquiries and concerns in a timely manner.
- \*(20) Prepare all required reports and maintain all appropriate records.
- \*(21) Follow all School Board policies, rules and regulations.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities