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:

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