FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Teacher, Special Assignment
REPORTS TO: Principal or Assigned Supervisor

DEPARTMENT: Site Specific
CLASSIFICATION: Certificated

FLSA: Exempt
WORK YEAR: Determined by Site

BOARD APPROVAL: August 24, 1995
SALARY: Teacher's Salary Schedule (Plus Factor if Over 183 Duty Days)

BASIC FUNCTION:

Work as a Teacher, Special Assignment to assist the site Principal or other assigned supervisor in implementing and/or coordinating an identified program.

REPRESENTATIVE DUTIES:

Establish and maintain effective communication with school site staff, students, parents, and members of the school community. E

Assist in communicating the goals, procedures and objectives of the identified program to staff, students, and members of the public. E

Assist in obtaining the involvement of staff, students, parents, and community members in achieving the stated goals and objectives of the school and the identified program. E

Assist in providing leadership and guidance in adjusting the program to meet individual student needs. E

Monitor the program to ensure timely delivery of services. E

Assist with in-service training for teachers, parents, paraprofessionals, tutors and others involved in the program and at the school site. E

Assist in testing and evaluating progress, if required, through the use of various evaluation methods. E

Assist in ensuring that LEP students receive the core curriculum by assisting teachers in planning SDAIE, evaluating student progress, adjusting the delivery system and coordinating services for students. E

Coordinate school activities to promote the goals and objectives of the identified program. E

Assist in monitoring budgets and assuring compliance with State and Federal Programs, if required. E
Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience at the appropriate level.

LICENSES AND OTHER REQUIREMENTS:

Valid California teaching credential authorizing instruction at the appropriate level.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- District, school site, and program policies and procedures.
- State and District curriculum requirements.
- Interpersonal skills using tact, patience and courtesy.
- Rules and regulations of State and Federal Programs.
- Oral and written communication skills.
- Public speaking techniques.

ABILITY TO:
- Interpret, apply and explain District, school, and program policies, procedures, and regulations.
- Perform assignments independently.
- Provide in-service training.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Meet schedules and time lines.
- Understand program goals and objectives.
- Analyze situations accurately and adopt or recommend effective courses of action.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and deliver oral presentations.

WORKING CONDITIONS:

ENVIRONMENT:
- School environment.

PHYSICAL ABILITIES:
- Seeing to read and speaking to make public presentations.

CED041
08/11/95