

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Teacher, Special Assignment	<b>REPORTS TO:</b>	Principal or Assigned Supervisor
<b>DEPARTMENT:</b>	Site Specific	<b>CLASSIFICATION:</b>	Certificated
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Determined by Site
<b>BOARD APPROVAL:</b>	August 24, 1995	<b>SALARY:</b>	Teacher's Salary Schedule (Plus Factor if Over 183 Duty Days)

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**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**

**Teacher, Special Assignment - Position Description**

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.

