

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
Human Resources Department

TEACHER ON SPECIAL ASSIGNMENT

JOB SUMMARY

Under the direction of the assigned supervisor, the teacher organizes and participates in the implementation of an assigned instructional program or activity.

QUALIFICATIONS

Required:

1. A valid California teaching credential with the correct CCTC authorization for this program.
2. Experience and/or training in the assigned program area.
3. A demonstrated ability to communicate effectively orally and in writing.
4. Any combination equivalent to: five years successful full-time teaching experience including experience in school and community leadership roles which require public speaking and organizational tasks and involvement in community collaborations.

KNOWLEDGE AND ABILITY

1. Knowledge of principles, theories, methods, techniques and strategies pertaining to teaching and instruction of students in the assigned program.
2. Knowledge of budget processes.
3. Knowledge of curriculum design and review applicable to assigned program.
4. Knowledge of community-based organizations, educational agencies, law enforcement agencies, other local, state and federal agencies, and private organizations and businesses that either are or could be involved with the assigned program.
5. Knowledge of SLOCOE programs and services.
6. Ability to plan, implement and coordinate activities and procedures designed to ensure a successful program.
7. Ability to develop, adapt, implement and assess K-12 curriculum.
8. Ability to seek appropriate resources for the program.
9. Ability to create and maintain a strong cooperative working relationship with other agencies, institutions of higher learning, committees, boards and interested groups and individuals.
10. Make presentations to students, school staff, community-based organizations, the business community and others who are interested in and may be of assistance to the program.
11. Ability to communicate effectively verbally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to students, community and staff.
12. Ability to utilize creative ideas and descriptive language in promoting the program and expressing a view point or policy position.
13. Ability to drive a car.
14. Ability to work required duty days over a twelve month schedule rather than a ten month schedule.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Plan, organize and participate in the implementation of an assigned instructional program or activity.
2. Coordinate and integrate program activities for assigned program.
3. Design curriculum and procure materials and supplies for the program.
4. Schedule and monitor staff activities.
5. Provide and facilitate staff and volunteer training in areas related to the program.
6. Assist in the development of the program and/or grant application budget and expenditure control process.
7. Collect and compile data required for the preparation of reports.
8. Prepare and write reports as needed.
9. Work with collaborators including community groups and organizations and institutions of higher learning in the planning and implementation of the program.
10. Make recommendations to administrators regarding the program.
11. Prepare written communications and promotional materials regarding the program.
12. Serve as liaison to the community and agencies regarding the program.
13. Perform related duties as assigned.
14. Drive a car.

PHYSICAL REQUIREMENTS for this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
2. Facility and stamina to sit and stand alternately for up to 7.5 hours.
3. Physical strength and emotional stamina sufficient to maintain control of students in assigned program.
4. Facility to see and read lessons, books, rules, policies and other printed matter, with or without vision aids.
5. Facility to hear and understand speech at normal room levels, on the playground, and to hear and understand speech on the telephone.
6. Manual dexterity to operate a telephone, and operate audio-visual and other classroom equipment and teaching aids using both hands.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, on the playground, in training sessions and other meetings.
8. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk on uneven terrain, to climb stairs, and to reach overhead.
9. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Teacher Salary Schedule

Adopted:	8/30/05
Revised:	
Accountability for time:	Supervisor
Tasks assigned by:	Supervisor
Evaluated by:	Supervisor
Hiring Authority:	Supervisor