



JOB TITLE	DEPARTMENT	REPORTS TO
Teacher on Special Assignment	Various	Appropriate Administrator

Position No: 51XXX, 52XXX, 53XXX	Length of Work Year: 10, 11, or 12 Months
Salary Schedule: IN10, IN11, IN12	Date Approved: 5/30/18
FSLA: Exempt	Date Revised: 7/25/19; 6/25/22

JOB GOAL
To assist in the development and implementation of assigned program(s) to ensure the program is meeting the needs of current and future students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree, Master's degree preferred. 2. Eligible for a Florida Professional Teacher Certificate. 3. Three (3) years of successful teaching experience preferred. 4. The ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Analyze student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning. 2. Administer needs assessments to ensure that program needs are being met. 3. Participate in meetings, workshops, and trainings for the purpose of conveying and gathering information required to perform job functions. 4. Collaborate with a variety of stakeholders and oversee assigned projects, program components, and events. 5. Provide support to teachers individually or in groups, guiding the learning process toward the achievement of program goals. 6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved. 7. Provide supportive services to parents, teachers, students, and administration. 8. Assist in the design and implementation of professional development in the assigned program area. 9. Perform other duties as assigned by the administrator.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.