



EMPLOYEE NAME: \_\_\_\_\_

Revised: 2/98; 8/05; 7/07; 10/12; 8/13; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher on Special Assignment, HS	<b>JOB CODE:</b> 397Y
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Chief School Leadership Officer	<b>PAY GRADE:</b> Z00; Based on CIT (5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides assistance in the development and support of the implementation of the High School Literacy/Math Program.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Minimum of 5 years classroom teaching experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Proficient Skills: Written and oral communication skills; leadership, organization, reading/language arts content expertise

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Assists with supporting schools in the use of instructional materials and resources.
3.	Demonstrates the ability to maintain positive professional working relationships and communicates effectively with others.
4.	Works cooperatively with local schools, county staff, and central office personnel to provide support for the literacy program of the district.
5.	Acts as liaison between the Title I District literacy and math coaches and the Title I Supervisor.
6.	Develops and participates in professional learning opportunities in support of the literacy/math instructional program.
7.	Maintains and submits records, forms and reports related to employment and service responsibilities.
8.	Participates in professional growth efforts to keep abreast of current and emerging research-based teaching/learning strategies and materials.
9.	Assists local schools in the resolution of problems related to the instructional component.
10.	Manages time well by being self-directed, setting appropriate priorities, as directed by the curriculum supervisor and completes assignments in a timely manner.
11.	Maintains prompt and professional communication with parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_