



EMPLOYEE NAME: _____

Revised: 2/98; 8/05; 7/07; 10/12; 8/13; 6/18; 5/20; 5/21;6/21

JOB DESCRIPTION

POSITION TITLE: Teacher on Special Assignment	JOB CODE: 397H
DIVISION: Leadership	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership	WORKDAYS: 188
REPORTS TO: Chief School Leadership Officer	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides assistance in the development and support of the implementation of the Literacy/Math Program.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Minimum of 5 years classroom teaching experience preferred
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 & math 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/math programs of the district.
5.	Provides instruction in literacy and/or math that is appropriate; communicates responsibly with all individuals and groups; assumes a fair share of outside-the-classroom school responsibilities; maintains plans according to policies and/or directives; promotes the responsible use of materials and equipment; submits accurate paperwork on schedule; prepares adequately for responsibilities to be assumed when absent.
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 _____