

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

**TEACHER ON SPECIAL ASSIGNMENT FOR PARENT AND  
COMMUNITY INVOLVEMENT**

**QUALIFICATIONS:**

- (1) Certification in any curriculum area K-12.
- (2) Valid Florida Certificate or eligible for Florida Certificate.
- (3) Five years successful teaching experience.
- (4) Demonstrated skill in providing training to adults.
- (5) Demonstrated leadership skills.
- (6) Demonstrated skill working with parents and community.
- (7) Demonstrated computer technology skills with web based applications.
- (8) Qualifications may vary from the above requirements to such degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**REPORTS TO:** Appropriate Level Director

**JOB GOAL**

To assist the school staff and administration to build relationships and bring communities together.

**ESSENTIAL FUNCTIONS:**

- (1) Provide leadership in information gathering and implementation of transition activities.
- (2) Serve as liaison with families, various committees, departments and/or agencies as requested by the Principals.
- (3) Assist the Principals in the development, preparation, and process of data collection, needs assessments, satisfaction surveys, and other required follow-up activities.
- (4) Assist the Principals and office support personnel in the preparation of calendars, flyers, newsletters and registration packets.
- (5) Perform other tasks and responsibilities as assigned.
- (6) Coordinate and facilitate partnerships with Civic Groups, Business Partners, mentors and volunteers.

**SALARY:** Based on the adopted salary schedule for instructional personnel (11) months.

**EVALUATION:** Annual evaluation by the Director in accordance with the Master Contract, local policies, and state law.

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

APR 15 2014

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

**TEACHER ON SPECIAL ASSIGNMENT FOR PARENT AND COMMUNITY INVOLVEMENT (Continued)**

**ENVIRONMENTAL:** Activities occur inside and outside; subject to indoor and outdoor environmental conditions.

**SUPERVISION CONTROL:** Is personally responsible for satisfying all of the above referenced essential functions with minimal supervision.

**DATE OF BOARD APPROVAL:** April 15, 2014

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

APR 15 2014

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY