

JOB DESCRIPTION

- JOB TITLE:** **TEACHER ON SPECIAL ASSIGNMENT FOR STAFF DEVELOPMENT**
- QUALIFICATIONS:**
- Certificate
1. Certification in any curriculum area K-12
 2. Valid Florida Certificate or eligible for Florida Certificate
 3. Five (5) years successful teaching experience
 4. Demonstrated skill in providing training to adults
 5. Demonstrated leadership skills
 6. Demonstrated computer technology skills with web based applications
 7. 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:** Director of Staff Development
- JOB GOAL:** To assist in the training of teachers; leading students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.
- ESSENTIAL FUNCTIONS:**
- Provide leadership in information gathering and implementation of Staff Development activities
 - Assist in the development of in-service training for all district personnel
 - Assist the Director in overseeing the Staff Development office personnel
 - Serve as liaison with various committees, departments and/or agencies as requested by the Director
 - Assist the Director in the development, preparation, and process of data collection, needs assessments, satisfaction surveys, and other required follow-up activities
 - Assist the Director and office support personnel in the preparation of calendars, flyers, newsletters and registration packets
 - Develop a file of available consultants on a range of topics and handle all necessary arrangements for providing consultants for in-service as required
 - Perform other tasks and responsibilities as assigned
- SALARY:** Based on the adopted salary schedule for instructional personnel
(12 months + Supplement)
- EVALUATION:** Annual evaluation by the Director in accordance with the Master Contract, local policies, and state law

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