

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: TEACHER ON SPECIAL ASSIGNMENT
Intervention and Learning Gap Mitigation

DEFINITION: Under the supervision of the Director of Curriculum and Special Projects and in coordination with the school site principal, is responsible for the district Intervention Programs and learning gap mitigation

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Intervention and learning gap mitigation
- Under the direction of District administration, analyze student data and information in order to plan and determine how best to assist school site staff in the implementation of recommended and approved instructional programs and software that supports student learning
- Progress monitoring for ongoing identification of students in need of focused intervention
- Progress monitoring of student outcomes
- Assist in guiding professional learning community process in response to identified student need
- Provide professional development to teachers and staff on Tier I intervention within the classroom throughout the school day (data driven small group instruction)
- Supervision of after school programs
- Oversee Independent Study program for students that choose Distance Learning (not limited to the current program Edmentum)
- Support site intervention teams using data to prescribe targeted instruction
- Model strategies for classroom teachers
- Oversee distance learning students and programs
- Oversee tutoring and intervention programs
- Create and maintain reports and documentation
- Support and provide data analysis for individual teachers, grade-level teams and/or departments in the dissemination of information provided through implementation of testing, assessments and common assessments, including formative assessments
- Develop training materials
- Develop tools and resources that support quality instruction and facilitate analysis of student achievement data to modify instruction
- Establish and maintain collaborative and supportive internal and external partnerships that support accelerated and sustained student growth
- Design professional development activities, conduct meetings and presentations, facilitate work group activities
- Research, interpret, analyze, report, and utilize data and evaluating process and resources
- Perform other non-instructional duties as assigned, according to District policies and procedures
- Maintain professional competence through participation in in-service education activities provided by the District and other professional growth activities, keeping informed of best practices and trends
- Participate in district committees as appropriate
- Attend regular trainings and meetings as designated by the Director of Curriculum and Student Projects
- Participate in faculty meetings and committees, as needed or assigned
- Assist in maintaining program design that has been approved by the Board of Education
- Adhere to compliance requirements for program implementation

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- Report school achievement data to staff, parents and the principal as appropriate
- Perform other program-related duties as may be assigned by the District or school site administrator and/or designee

QUALIFICATIONS:

Knowledge of:

- Educational Technology software programs that effectively support and enhance student learning
- Professional development theory and effective instructional practices
- Student data analysis
- Applicable sections of State Education Code and other applicable state publications, such as curriculum frameworks
- Curriculum, instruction and assessment processes
- District policies and procedures that govern program and curriculum
- Technology and computer software applications relative to instruction and administration
- California Standards for the Teaching Profession
- Previous experience working effectively with culturally and linguistically diverse groups
- Organization, operations, policies and objectives of public education
- District goals as outlined in Local Education Agency Plan
- California Content Standards, and educational issues and trends

Ability to:

- Adapt to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints
- Understand and carry out complex oral and written directions
- Act independently and make minor decisions based on established procedures
- Perform research, compiling information from a variety of sources
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Work well independently and as part of a team
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Maintain confidentiality
- Effectively plan for the differentiated needs of students
- Establish and maintain cooperative and supportive relationships with students, school personnel, district personnel, parents, co-workers, and the public
- Analyze a variety of student data and provide meaningful interpretation for school staff
- Maintain confidentiality
- Facilitate meetings and professional development
- Communicate effectively in the English language both orally and in writing
- Meet schedules and timelines
- Work independently with appropriate direction
- Analyze situations accurately and adopt an effective course of action as they pertain to working with adults in the coaching process and professional development
- Expertly use technology and computer software applications as appropriate to the work environment

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- Use tact, patience and courtesy when dealing with people
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Arrange and adhere to schedules and timelines
- Model norms of behavior that reflect high expectations for colleagues and students
- Travel to various locations within the tri-county area
- Work flexible hours

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university
- Three years of professional teaching experience
- Outstanding and/or highly satisfactory evaluations
- Strong educational technology software subject content knowledge and ability to apply it to teaching and learning
- Verifiable experience coaching and modeling instructional lessons for teachers and creating professional development
- Verifiable experience facilitating groups and conducting professional development in the defined subject matter or field of expertise
- State approved training in core curriculum

LICENSE OR CERTIFICATE:

- Valid California teaching credential
- CLAD/BCLAD certification
- Possession of a valid California Driver's License

PHYSICAL REQUIREMENTS of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, use good judgment and make sound decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

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WORKING CONDITIONS:

Classroom working environment subject to sitting at a desk for extended periods of time, walking and/or standing for extended periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: