

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### TEACHER ON ASSIGNMENT, Other

#### QUALIFICATIONS

- Certification in the appropriate field and a minimum of a Bachelor's degree required. Master's degree or higher preferred.
- Three (3) years of successful teaching experience preferred.
- Experience in design and delivery of learning programs that are innovative in their field.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's State Standards as related to technology, instructional materials, K-12 professional development, curriculum and instruction, assessment, and student progression.
- Ability to provide professional development and support programs related to traditional and digital curriculum and instruction.
- Knowledge of technology and computer applications as related to instructional integration in classrooms and teacher and administrator professional development.
- Effective skills in oral and written communications with a wide range of audiences.
- Skill in organization, time management and the ability to plan, organize, and prioritize.
- Ability to communicate and work collaboratively with District personnel and the public.

#### SUPERVISION

**REPORTS TO** Appropriate Director, Coordinator or Supervisor  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To assist in the development and implementation of assigned program(s) to ensure the program is meeting the needs of current and future students.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Analyze student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
2. \*Administer needs assessments to ensure that program needs are met.
3. \*Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and events.
4. \*Participate in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
5. \*Prepare a wide variety of documents and instructional materials in both manual and electronic formats.
6. \*Participate in activities with community stakeholders and/or professional services personnel for the purpose of promoting positive relations and enhancing related educational services.
7. \*Support teachers individually and/or in small groups for the purpose of enhancing their understanding and application of programs, strategies and materials.
8. \*Provide supportive services to parents, teachers, students, and administration.
9. Perform other duties as assigned by appropriate Director, Coordinator, or Supervisor.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard office equipment, computers, presentation systems, and other technology devices.

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## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul, or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**T \$39,000 - \$69,500**

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 35  
Annual Hours 1372

### POSITION CODES

PeopleSoft Position	TBD
Personnel Category	12
EEO-5 Line	43
Function	Vary
Job Code 10 mo	1113
Job Code 11 mo	1113E
Job Code 11 mo alt	1113A
Survey Code	63012

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**April 7, 2015**

**September 27, 1989**

ADA Information Provided by Corbet Wilson  
Position Description Prepared by Corbet Wilson

**T \$43,178 - \$71,394**

District Salary Schedule  
Months 11  
Annual Days 223  
Weekly Hours 35  
Annual Hours 1561