



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: TEACHER ON SPECIAL ASSIGNMENT

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- California Multiple Subject or Single Subject Teaching Credential with English Learner Certification
- Minimum of three years of successful teaching experience at the elementary and/or secondary level
- Experience in some area(s) of curriculum development

PRIMARY FUNCTION:

This assignment will be working as a Teacher on Special Assignment under the direction of the site administrator or department directors. The primary responsibility will be to assist in the development and implementation of core curriculum to increase student achievement.

AREAS OF RESPONSIBILITY:

- Demonstrate knowledge of core curriculum content and pedagogy
- Collaborate with peers to enhance the instructional environment, build professional skills through participation in Professional Learning Communities, and modify curriculum or instructions to build and increase student achievement.
- Work with grade level teams/departments to analyze data and develop a plan that supports student learning.
- Work with grade levels/departments to provide support for English Learners and other significant subgroups.
- Support the vision and mission of the school and district
- Implement and provide assistance on the Guide for Instructional Design.
- Work collaboratively with the site administrator/department manager to ensure implementation of district wide and school wide goals.
- Support school and District improvement initiatives.
- Teach model lessons that focus on effective instructional strategies and differentiation.

- Assist with the implementation of all state content standards and district-adopted materials to ensure fidelity of program.
- Plan activities that offer differentiated learning experiences based on the level and needs of all students.
- Model how to effectively utilize and implement technology in the classroom.
- Assist teachers in providing or modeling effective strategies that focus on increasing student engagement and participation.
- Engage in continuing professional growth and keep abreast of recent developments and practices in education.
- Attend and/or plan parent meetings or trainings.
- Other related functions as may be assigned.

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Demonstrate flexibility and responsiveness

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public

- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations