

TITLE: Teacher on Special Assignment: Project Based Learning

REPORTS TO & EVALUATED BY: Director Curriculum and Instruction

SALARY: Certificated Salary Schedule

DEPARTMENTS: Curriculum and Instruction

CLASSIFICATION: Certificated

WORK YEAR: 184 DAYS

BASIC FUNCTIONS:

Under the supervision of the Director of Curriculum and Instruction, this position serves as a curriculum resource and instructional coach for district teachers. Provides coaching, classroom observations, collaborative planning, and professional development for teachers in implementing Project Based Learning (PBL) through the integration of Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), Project Based Learning, and STEAM. Perform reasonable non-teaching duties as assigned. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

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

1. Provide coaching support to teachers implementing PBL. Coaching support will include demonstration lessons, co-planning and co-teaching, classroom visitations and professional development.
2. Support teachers to design and develop lesson plans and related instructional materials to differentiate instruction to address diverse student needs and interests.
3. Design/facilitate PBL professional development, sometimes after school
4. Support curriculum design developing standards-based Project Based Learning.
5. Attend monthly professional development on work-related responsibilities such as classroom coaching and observation, designing/delivering professional development, facilitating department and teacher meetings, supporting English Learners and Students with Special Needs, and adult learning theory
10. Collaborate with the STEAM TOSA for integration of PBL and STEAM.
11. Maintain professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
12. Maintain harmonious relations with students, staff, parents, and the community.
13. Perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. Valid California Teaching Credential with English Learner certification (CLAD or equivalent) and qualifications appropriate to the specific assignment
2. Understanding of the mental, emotional and social development of students and ability to apply to the teaching and learning processes
3. Understanding of a variety of instructional strategies to differentiate instruction to meet the individual needs of students

KNOWLEDGE AND ABILITIES:***Knowledge of:***

1. Project Based Learning
2. District goals and initiatives as outlined in the Strategic Plan
3. Common Core State Standards
4. Next Generation Science Standards
5. Research-based instructional strategies, including differentiated instruction
6. Formative assessment practices
7. Researched based instructional techniques for implementation of curriculum
8. Intellectual, emotional and social development of students
9. Integrating educational technology into the curriculum.

Ability to:

1. Work with a variety of instructional groups in student-centered classroom
2. Use data and assessment to plan and implement instruction.
3. Communicate clearly with staff, students and parents both orally and in writing.
4. Work collaboratively with peers, students and parents
5. Establish and maintain effective, collaborative working relationships with others
6. Provide effective professional development
7. Meet schedules and timelines
8. Work independently
9. Maintain confidentiality

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires moderate physical effort with frequent standing or walking. There is frequent handling of textbooks and supplies. The employee will encounter exposure to ill students. The position requires mobility to climb, kneel, stoop, crawl, reach, and bend, accurate perception of sound; near and far vision with the ability to read small print; and dexterity. The employee will frequently work independently with high work volume and tight deadlines. The position is primarily located in a school site office, but the incumbent may be asked to travel within the district.

LICENSES:

Possess and maintain a valid California driver's license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.