

Certificated Personnel

DUTIES OF PERSONNEL

Specialist

Definition:

Under the general direction of the principal and with assistance from appropriate staff personnel, establishes learning objectives and standards based on general district guidelines; provides instruction, counsel, discipline, and supervision to meet the academic needs of assigned students; assesses student performance and progress to enhance an effective learning environment; regularly communicates student progress to teachers and to parents.

Duties and responsibilities:

1. Collaborating with teachers and administrators, establishes instructional goals and objectives in conformance with courses of study specified by state and school district statutes, regulations, guidelines and grade level California state standards in reading and mathematics.
2. Plans an instructional program based on assessment data designed to meet student needs in reading and math, and fosters a climate conducive to the learning and maturation process of assigned students; prepares lesson plans and uses instructional methods and materials necessary to implement established program or curriculum objectives.
3. Evaluates and records student progress and prepares reports for staff and parents.
4. Assists in the screening and assessment of students with diverse learning needs; adapts programs to meet these needs; seeks and recommends additional assistance as required.
5. Directs the activities of assigned non-certificated personnel.
6. Establishes and implements classroom policies and procedures governing student behavior and conduct; provides guidance, counseling, and discipline to encourage students to meet standards of achievement and conduct.
7. Performs varied data collecting duties and provides reports and interpretations for administrative purposes.
8. Participates in activities to enhance personal and professional skills.
9. Attends staff meetings and serves on school and district committees as required.
10. Performs other duties as assigned by the principal which are appropriate to the assignment.

The following are minimum qualifications:

Education:

B.A. /B.S. Degree

Valid California State Teaching Credential

Advanced degree or curricular emphases, credentials and/or certificates demonstrating expertise in primary reading and/or math instruction. English Language authorization and No Child Left Behind (NCLB) certification.

Bilingual (desired)

Demonstrated proficiency in reading, writing, and oral communications skills

Academic preparation or experience in teaching students of different cultures, races, and abilities in a rural school system; designing and implementing lesson plans for students who have a wide range of achievement; and communicating effectively with staff and parents.

Based on program requirements, one or more of the following qualifications may also be required for specific classroom teacher position:

Academic preparation or professional experience in working with low income, and/or language minorities children and adolescents. Implementing programs designed to prevent the dropout of “at risk” students; teaching multi-level, open-concept, and mainstreamed classes; establishing and implementing behavior change programs; teaching reading and math and adapting instructional techniques and practices for students at risk of retention; a basic understanding of rules and regulations governing special education.

Board Approved:
Revised October 29, 2013