

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Secondary Mathematics)

MAJOR FUNCTION:

Assists the Secondary Mathematics Supervisor in curriculum development and training involving curriculum, instruction, and assessment strategies that improve student achievement in Secondary Mathematics, with an emphasis in the area of algebraic thinking.

DUTIES AND RESPONSIBILITIES:

- Assists in development of curriculum and material for algebra-related classes, including Pre-Algebra, Algebra IA and IB, and Algebra I.
- Assists in research and development of teaching and learning strategies related to increased student achievement in algebra-related classes.
- Assists in development and monitoring of assessments aligned to the Sunshine State Standards, Grade Level Expectations, the Florida Comprehensive Assessment Test (FCAT), Pinellas County Schools Student Expectations (PCSSE), and algebra-related course descriptions.
- Assists in development of the Algebra Teacher Training Model for high schools.
- Assists in training of Algebra Model Teachers.
- Coach's algebra-related teachers in effective teaching and learning strategies.
- Assists in development and training initiatives for parents.
- Assists in Florida Comprehensive Assessment Test (FCAT) training in the area of mathematics for all subject area teachers.
- Coordinates Algebra Network initiatives.
- Assists in training in the use of data to improve instruction in the area of secondary mathematics.
- Assists in coordinating Best Practices Workshops and the Jump Start Algebra Program.
- Assists in development of assessments and teacher training related to the Student Achievement Model (SAM).
- Assists in curriculum development and teacher training related to middle school courses leading to success in algebra I.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Holds or is eligible for a Florida Educator Certificate in secondary mathematic. At least three (3) years of successful teaching in secondary mathematics.

PREFERRED:

A Master's degree from an accredited college or university. State certification in Administration/Supervision at the secondary level, Educational Leadership, or experience in administration/supervision. Experience in conducting training and curriculum development. Demonstrated experience in alignment of curriculum, instruction, and assessment. Expertise in training in the areas of motivation, cooperative learning, reading and writing strategies in mathematics classes, technology, hands-on activities, and classroom learning systems.

ISSUED: 2/26/91, REVISED: 7/99 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 3/02/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Teacher on Special Assignment (Secondary Mathematics)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher on Special Assignment (Secondary Mathematics) - INS