

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2327  
Instructional

FLSA: Exempt

**TEACHER ON SPECIAL ASSIGNMENT**  
**(Suncoast Academy For Teacher Induction)**

**MAJOR FUNCTION:**

Performs responsible professional work with the Professional Education Center, designing and piloting a program of induction for new educators. Position works closely with all internal stakeholder groups as well as USF - St. Petersburg Campus and Florida A & M.

**DUTIES AND RESPONSIBILITIES:**

- Assists in the planning and organizing of this grant project.
- Assists with program design and the development of training materials.
- Markets program purpose to the local and broader community.
- Assists with program evaluations and revisions to related programs.
- Assists in identifying and distributing professional education materials and resources.
- Promotes the use of integrated management systems in grant activities and their alignment to district goals.
- Assists with program implementation.
- Serves as a liaison with USF - St. Petersburg Campus, Florida A & M and the DOE Bureau of Staff Development.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Three (3) years of successful teaching experience in Pinellas County Schools. Demonstrated excellence in oral and written communications. Experience in the use of multiple computer applications.

**PREFERRED:**

Training or experience to include: (1) Quality Training; (2) application of an integrated management system; (3) Clinical Educator Training; (4) experience as a supervising teacher of a Level III intern; (5) experience as a POP support team member; and (6) POP formative training.

ISSUED: 2/97 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 (Suncoast Academy for Teacher Induction)**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				