

BUENA PARK SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT – SPECIAL PROJECTS

DEFINITION

Under the direction of the Assistant Superintendent, Educational Services, assists in the planning, development, and implementation of various programs, including, but not limited to, Title I, Title VI, School Improvement, GATE, state and federal programs for English Learners, other School-Based Coordinated Programs; serves as a resource to District personnel and members of the educational community concerning the above issues; and to do other related functions as directed.

EXAMPLES OF DUTIES

- Provides leadership and assistance to schools in various program planning, implementation, and evaluation for Common Core, Technology Integration, and Early Literacy.
- Develops and/or acquires instructional materials for various programs for VAPA, STEM, debate, GATE, etc.
- Provides direction and guidance to schools to maintain ongoing compliance with state and federal program requirements.
- Plans and provides staff development to District certificated and classified personnel and parents on Common Core, Technology Integration, and Early Literacy.
- Assists in the coordination and dissemination of information relative to respective groups for various district committees and advisory groups.
- Helps analyze data from state and district assessments and provides reports for school sites and district personnel.
- Supports and assists schools in administration of district benchmark testing, diagnostic assessments, and SBAC.
- Provides assistance to school staffs in supporting At-Risk students, appropriate program placement, and analyzing assessment results.
- Conducts demonstration lessons in classrooms using the integration of technology.
- Represents the District at meetings pertaining to these programs.
- Assists with development of curriculum for departmental programs at Buena Park Junior High School.
- Maintains and ensures implementation of federal and state regulations and District policies and procedures governing Title I, Title VI, School Improvement, state and federal programs, GATE, etc.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational, planning, and program management strategies, techniques, and procedures.
- Human relationships and team management building methods and techniques.
- Organization and delivery of staff development.

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Knowledge of:

- Technology integration.
- Formative and summative assessments.
- Curriculum design and review which will support these programs.
- STEM, VAPA, DBQ, debate, etc.
- State and federal programs and school-based coordinated program legal mandates, policy regulations, operational procedures, etc.
- Effective teaching pedagogy.
- Common Core State Standards and BPSD Curriculum Guides.

Ability to:

- Plan, organize, coordinate, and interpret *various* programs.
- Plan, facilitate, and/or deliver inservice training programs to meet the needs of District staff and parents in these related areas.
- Plan and coordinate activities and procedures designed to ensure successful consolidated program implementation.
- Organize and coordinate a parent information/education program.
- Develop and submit proposals for special grants.
- Design and implement curriculum programs.
- Serve as a resource to site and District personnel and public and community agencies.
- Make presentations to school staffs, students, Governing Board, and organizations regarding these programs.
- Communicate effectively in oral and written forms.
- Utilize technology to provide staff and students instructional richness and opportunity.
- Perform essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Five years of appropriate teaching experience in the regular education program.

EDUCATION

Possession of an earned masters or higher degree from an accredited college or university in elementary education, curriculum and instruction, or a closely related field.

CERTIFICATION REQUIREMENT

Possession of a California credential authorizing service as a teacher in a K-8 school district; possession of the Language Development Specialist Certificate (LDS), Cross-cultural Language Academic Development Certificate (CLAD), Bilingual Cross-cultural Language Academic Development Certificate (BCLD), or Bilingual Certificate of Competence is preferred.

LICENSE REQUIREMENT

Possession of a valid California driver's license.