

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 20, 2002
Salary Schedule: #102

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT - IIUSP & PROGRAMS FACILITATOR

JOB PURPOSE STATEMENT: Under the direction of site administration and the Assistant Superintendent, Educational Services, Pinacate's Teacher on Special Assignment is to perform as a facilitator and coordinator in the process of implementing the school's approved IIUSP plan. Coordination, planning and implementation of the school's academic programs for increased student achievement and parent involvement are included, specifically, Title I, EIA, and GATE.

JOB FUNCTIONS:

- Assists the Assistant Superintendent, Educational Services, and the Principal in order to ensure programmatic success with the school's IIUSP plan and School Plan for Student Achievement
- Facilitates the implementation of the IIUSP plan
- Coordinates program implementation timelines
- Analyzes student achievement data and prepares reports
- Assists in the planning, coordination and implementation of programs such as Title I, EIA, GATE, and other like programs.
- Serves as a resource person to schools with categorical funds to ensure provision of programs that meet the specialized needs of identified groups of students
- Assists schools with the implementation of programs as described in the schools= plans
- Assists with the development of new projects to enhance the instructional program
- Facilitates parent involvement and education activities to help parents understand what and how students learn and ways to help their children at home and school

JOB TITLE: **TEACHER ON SPECIAL ASSIGNMENT -
Page 2 IIUSP & PROGRAMS FACILITATOR**

JOB FUNCTIONS – continued

- Serves as a resource person to local school advisory and school site councils
- Works with other instructional personnel to coordinate district and categorically funded programs to ensure the provision of a comprehensive program for participants
- Provides assistance regarding compliance with regulations and fiscal matters and assistance to schools with the compliance review process
- Assists with preparation of required reports
- Demonstrates strong interpersonal skills

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB REQUIREMENTS:

Education:

- Master's Degree from an accredited institution desirable
- Valid California Teaching Credential or Services Credential

Experience:

- Writing and implementing School Plans

Experience – continued

- Coordinating and implementing academic programs
- Analyzes student achievement data