**School District of Santa Rosa County**

**Job Description**

**Teacher on Special Assignment for Locally Developed Assessments-Secondary**

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| **Reports to: Assistant Superintendent** | **FLSA Status: Exempt** |
| **Department: Curriculum, Instruction, and Assessment** | **Prepared by: Human Resources** |
| **Date: July 24, 2014** | **Job Code: 20148** |

**Principal Duties and Responsibilities (Essential Functions):**

* Coordinates district and school-based in-service activities related to the development and implementation of locally developed secondary level assessments
* Supports instructional staff and school site administrators in the development and implementation of locally developed secondary level assessments
* Manages, catalogs, and maintains the districts locally developed secondary level assessments in a digital environment
* Become familiar with navigation and use of the state of Florida Interim Assessment Item Bank and Testing Platform (IBTP)
* Assists in the selection, proper usage, and security of locally developed secondary level assessments
* Assists the Coordinator of Assessment with district testing program as necessary
* Participates in activities for continued professional growth, necessary district and state trainings, and school board meetings as directed
* Provides own method of transportation to various locations when required
* Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
* Performs other related duties as required

**Supervision Received:**

Assistant Superintendent for Curriculum, Assessment, and Instruction

**Supervision Exercised:**

N/A

**Minimum Qualifications and Skills Required:**

1. Master’s degree or higher from an accredited institution

2. Currently holds or eligible for Florida teaching certificate or appropriate license to teach at either the

middle school or high school level.

3. Minimum of 3 years classroom teaching experience.

**Preferred:**

Previous experience with the development of state or district level formal assessments and the associated test security procedures.

**Physical Demands:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Activities occur inside and outside; subject to indoor and outdoor environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved compensation Plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.