

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014
Salary Schedule: #101102

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- MATHEMATICS PROGRAM

JOB PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent of Educational Services, to perform as a coordinator assisting in the design, coordination and implementation of the district's mathematics program.

JOB FUNCTIONS:

- Assists schools with planning, implementation and coordination of the district mathematics program
- Mentors and coaches teachers in effective strategies
- Models lessons using research-based strategies and procedures
- Serves as an expert resource on district curriculum plans, and data analysis
- Serves as a catalyst for change by providing alternatives to current practices and procedures
- Engages teachers and school community in ongoing and continual reflections, dialogues and results driven evaluations focused on continuous improvement of student achievement
- Assists school in analyzing and interpreting data in order to identify strengths and weaknesses as well as trends
- Uses technologies in the teaching/learning process
- Assists in the design and implementation of sustained math professional development program based on student needs and in alignment with goals of school improvement plans

JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT – MATHEMATICS PROGRAM

Page 2

- Networks and collaborates with other teachers and personnel
- Prepares and maintains a log of activities
- Collaborates with Principal to determine specific teachers to work with, content, scheduling and timelines

JOB FUNCTIONS - continued

- Uses acceptable communication skills to present information accurately and clearly
- Participates in the district staff development program
- Demonstrates interest and initiative in professional improvement
- Demonstrates behavior that is professional, ethical and responsible
- Compiles, maintains and files all reports, records, and other documents required
- Attends and participates in faculty meetings and serve on staff committees as required
- Possesses proven ability, exemplary performance and demonstrates commitment to improving student achievements
- Possesses an extensive knowledge base in math and instructional pedagogy
- Self-motivates and possesses the communication and personal skills necessary to positively interact with others to produce positive results
- Provides relevant, meaningful experiences that are reflective of the crucial issues and tasks confronting teachers daily
- Plans and organizes work, sets priorities and evaluates accomplishment of goals within established timelines with minimum supervision
- Maintains confidentiality of records, reports, tests, test results and conversations.
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other job related duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Ability to communicate and obtain information in English
- Able to walk, look downward, turn neck, sit, bend, stand, stoop, squat, reach, push, pull, kneel, crawl, climb, grasp/manipulate, lift items up to 10 pounds (frequently), carry up to 10 pounds (occasionally), lift/carry to 40 pounds (infrequently)

JOB QUALIFICATIONS:

Education:

- Bachelor's Degree

JOB QUALIFICATIONS - continued

Experience:

- Minimum of three (3) years teaching experience with at least one year in the District

Licenses, Certifications, Bonding and/or Testing:

- California Single Subject Mathematics Teaching Credential with CLAD endorsement
- Possess or obtain a valid California Driver's license
- TB clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Position

JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT – MATHEMATICS PROGRAM
Page 4