

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 18, 2001
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 - EDUCATIONAL PATHWAYS & SPECIAL PROJECTS

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Educational Services, to perform as a coordinator assisting in the design, coordination, and implementation of the district's educational pathways, academic and vocational programs, and categorical programs with the major emphasis on program improvement to raise academic performance for all students.

JOB FUNCTIONS:

- Assists schools with the planning, implementation and coordination of educational/career pathways
- Serves as the district liaison with institutes of higher learning to articulate a seamless educational/career path
- Assists schools in the planning, coordination and implementation of programs such as AVID, 10th grade counseling, school-to-career 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 preparation of the Consolidated Application
- 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
- 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

**JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT -
EDUCATIONAL PATHWAYS & SPECIAL PROJECTS**

Page 2

JOB FUNCTIONS – continued

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:

- Proposal writing
- Coordinating and implementing academic and vocational programs