

**SCHOOL DISTRICT OF ESCAMBIA COUNTY**

**JOB DESCRIPTION**

**TEACHER ON SPECIAL ASSIGNMENT FOR PARENT AND  
COMMUNITY INVOLVEMENT**

**QUALIFICATIONS:**

- (1) Certification in any curriculum area K-12.
- (2) Valid Florida Certificate or eligible for Florida Certificate.
- (3) Five years successful teaching experience.
- (4) Demonstrated skill in providing training to adults.
- (5) Demonstrated leadership skills.
- (6) Demonstrated skill working with parents and community.
- (7) Demonstrated computer technology skills with web based applications.
- (8) Qualifications may vary from the above requirements to such degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**REPORTS TO:** Appropriate Level Director

**JOB GOAL**

To assist the school staff and administration to build relationships, bringing communities together due to school closure, consolidation, or re-zoning.

**ESSENTIAL FUNCTIONS:**

- (1) Provide leadership in information gathering and implementation of transition activities.
- (2) Serve as liaison with families, various committees, departments and/or agencies as requested by the Principals.
- (3) Assist the Principals in the development, preparation, and process of data collection, needs assessments, satisfaction surveys, and other required follow-up activities.
- (4) Assist the Principals and office support personnel in the preparation of calendars, flyers, newsletters and registration packets.
- (5) Perform other tasks and responsibilities as assigned.
- (6) Coordinate and facilitate partnerships with Civic Groups, Business Partners, mentors and volunteers.

**SALARY:** Based on the adopted salary schedule for instructional personnel (11) months.

**EVALUATION:** Annual evaluation by the Director in accordance with the Master Contract, local policies, and state law.

**TEACHER ON SPECIAL ASSIGNMENT FOR PARENT AND COMMUNITY INVOLVEMENT (Continued**

**ENVIRONMENTAL:** Activities occur inside and outside; subject to indoor and outdoor environmental conditions.

**SUPERVISION CONTROL:** Is personally responsible for satisfying all of the above referenced essential functions with minimal supervision.

**DATE OF BOARD APPROVAL: MAY 27, 2009**