



ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT (Early Childhood Education) (Certificated Salary Schedule plus benefits)

DEFINITION: Under the general supervision of the Superintendent of Schools, the Teacher on Special Assignment (Early Childhood Education) will provide support to development and implementation of the early childhood education program and serve as the liaison between the district, the early childhood education task force, and all educational partners

QUALIFICATIONS: Complete and approved teacher preparation program. TK-Kindergarten teaching experience. Valid EL authorization, credential, certificate, or emphasis, including CLAD certification or equivalent.

EXPERIENCE: Four years of successful classroom teaching experience

REPORTS TO: ~~Superintendent of Schools~~ Director of Elementary Education

SALARY: \$57,692 minimum - \$125,605 maximum (Depending upon education and experience, up to 15 years credit served in a K-12 setting may be granted.)

WORK YEAR: ~~195 Days~~ 205 days

DISTINGUISHING CHARACTERISTICS

EXAMPLES OF DUTIES/RESPONSIBILITIES:

The duties listed are typical, but not exclusive:

- Assist in the planning and implementation of a new early childhood education program and similar initiatives through the conduct of needs assessments, research, networking and collaboration with others inside and outside of the district to meet the needs of the community.
- Participates on the early childhood task force to provide input and recommendations concerning program needs, assessment, program development and participant involvement
- Assists in the formulation of annual goals and objectives for new and existing programs and services.
- Initiates and maintains partnerships and cooperative and collaborative relationships within the school district, educational partners, and with private and public agencies and organizations to better meet the needs of the community.
- Recommends and implements outreach work related to the early childhood education program
- Writes and prepare newsletters, marketing materials and publications and makes presentations regarding the early childhood education program

- Meets with individuals or groups to provide information, explain programs, address problems or issues.
- Encourages public involvement in the assessment and evaluation of programs, needs and services.
- Assists in marketing programs, including putting brochure information together
- Assist in identifying grant proposals for new and existing programs/services and other fund raising efforts for early childhood programs
- Performs public relations activities to promote and communicate the early childhood programs and services offered.
- Represents the district in local, state, and federal level organizations related to early childhood education.
- May perform other duties related to the implementation of the early childhood program