

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b> Project Teacher	<b>Reports To:</b> School Principal
<b>Department:</b> School site	<b>Classification:</b> Certificated
<b>Work Year:</b> 10 months	<b>Salary:</b> Certificated Salary Schedule

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### **Basic Functions:**

The Project Teacher's primary function is to assist the principal and staff with coordination of instructional support materials, and strategies, special projects, student assessment data collection, and staff development activities.

### **Representative Duties:**

1. Assist staff in identifying, procuring, developing, and implementing instructional materials.
2. Assists staff with curriculum alignment to maximize student achievement.
3. Coordinates student assessment, data collection and interpretation.
4. Assists with program coordination and monitors student participation and progress (gifted and talented student and limited English Language Learners.)
5. Assists in planning, organizing, and implementing with and through faculty, a staff development program to promote effective teaching and learning.
6. Serves as principal's designee as needed.
7. Performs other related duties as assigned by the principal.

### **Knowledge and Skills Required:**

- Working knowledge of curriculum and instruction. Experience in curriculum development and instructional coaching preferred.
- Organizational and problem solving skills.
- Oral and written communication skills.

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

### **Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential.
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance
- Must possess or have ability to obtain a California Driver's License

### **Education and Experience:**

Successful and extensive teaching experience.

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Project Teacher

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**Physical Requirements and Working Conditions:**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Services Division; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee will be able to lift, carry, push, or pull up to twenty-five pounds on a regular basis and up to forty pounds occasionally. Ability to bend, twist, stoop, and reach. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of students. Ability to meet multiple demands from several people.

Revised: July 18, 2023