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INTEROFFICE MEMORANDUM

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** DON LEWIS LYNN, JR. *DL*  
ASST. SUPT./HUMAN RESOURCES

**SUBJECT:** REVISED JOB DESCRIPTION

**DATE:** 05/13/2013

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The attached revised job description for Teacher On Special Assignment - Race To The Top is submitted for your approval.

Please contact Vickie Beagle if you have any questions.

## **JOB DESCRIPTION**

<b>TITLE</b>	TEACHER ON SPECIAL ASSIGNMENT RACE TO THE TOP (RTTT) PROGRAM FACILITATOR
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"><li>1. Bachelor's Degree or higher from an accredited institution</li><li>2. Currently hold or eligible for Florida teaching certificate within any instructional area</li><li>3. Five (5) years teaching experience in the public school system</li><li>4. Two (2) years in delivering staff development or providing mentoring/coaching to teachers</li></ol>
<b>REPORTS TO:</b>	Director of Inservice and Instructional Technology
<b>JOB GOAL:</b>	To assist the Director of Inservice and Instructional Technology in implementing, maintaining records, managing professional development, and reporting related to RTTT.
<b>ESSENTIAL FUNCTIONS:</b>	<p>Maintain proficiency in state RTTT protocol guidelines and requirements</p> <p><del>Visit school sites to verify program understanding and implementation</del></p> <p>Maintain documentation and complete RTTT reports <u>as needed</u></p> <p><del>Make program recommendations based on data analysis</del></p> <p>Assist director with third party contracts</p> <p><del>Assist director with data analysis</del></p> <p>Coordinate school-based training programs for RTTT programs</p> <p>Coordinate <u>and create</u> online staff development programs</p> <p><del>Write and facilitate grants</del></p> <p>Develop and provide inservice programs including "Train the Trainer" models for instructional and school related employees related to RTTT and projected follow-up needs</p> <p>Assist director with annual site-based needs assessment</p> <p>Assist director with annual evaluation to determine program effectiveness</p> <p>Participate in travel outside the school district for RTTT program meetings</p> <p>Participate in activities for continued professional growth, may include travel outside the district</p> <p>Provide own method of transportation to various locations when required</p> <p>Perform other related duties as required</p>
<b>LENGTH OF EMPLOYMENT:</b>	Ten months plus summer
<b>SALARY:</b>	Based on adopted salary schedule for instructional personnel
<b>EVALUATION:</b>	Annual evaluation by the Director of Inservice and Instructional Technology in accordance with the Master Contract, local policies and state law.
<b>ENVIRONMENTAL:</b>	Inside office and outside; must be able to sit or stand for long periods of time and lift up to 35 pounds.
<b>EQUIPMENT:</b>	Computer and computer related peripherals.
<b>SUPERVISION/CONTROL:</b>	Is personally responsible for satisfying all of the above referenced functions with minimal supervision.