

**Job Title:** Secondary Science Teacher on Special Assignment  
**Department:** Professional Learning & Development  
**Reports To:** Executive Director, Learning & Development  
**FLSA Status:** Exempt  
**Salary Schedule:** TT (TOSA level I)



## **SUMMARY**

The primary responsibility of the Secondary Science TSA will be the articulation of and coordination with the State Science Utah Core as it relates to curriculum and instruction as defined by state and district standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Coordinates the district's Secondary Science Program and implementation of the Utah Core.

Works collaboratively with members of the Professional Learning & Development Department.

Attends secondary staff development meetings, when needed.

Works with WCSD Web, Media, & Design Developer to create and maintain district Science website.

Coordinates with Special Education, English Language Learners, Title I, Mathematics Education, and Secondary English Language Arts Departments.

Evaluates and refines program collaboratively based on formative and summative assessment data. Provides data results to administrative teams.

Conducts in-depth grade level specific training, based on district needs, as a part of a comprehensive district-wide Science staff development plan.

Participates in the Utah State Office of Education science meetings and shares information with stake holders and science teachers.

Participates in monthly district-level principals' meetings, and other meetings as assigned.

Provides direction and information on ordering science materials for schools.

Assists and trains in the development of school site-based Professional Learning Communities (PLCs) as it relates to science and learning.

Assists and provides leadership for district-level master planning, design, implementation, evaluation, and integration of science.

## **SUPERVISORY RESPONSIBILITIES**

This position assists in supervising the learning coaches in the district.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of the current research, current practices and trends, and interventions for science.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information parents, community, and students.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited four-year college or university. Classroom experience with 2 to 4 years' experience as an Instructional Leader or an equivalent leadership position is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active Utah Level 2 Teaching License with Science Endorsement

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>Executive Director, Learning &amp; Development</b>		Date: <b>2/20/2014</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>3/17/2014</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>02/5/2016</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>04/21/2017</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	