

Job Title: Visiting Instructor of Practice Teacher on Special Assignment (TSA)
Department: Elementary Education & DSU Department of Education
Reports To: Executive Director, Elementary Education and Assigned DSU Department of Education Chair
FLSA Status: Exempt
Salary Schedule: TT (TOSA level 1)



SUMMARY

In agreement with Dixie State University, WCSD will provide a Teacher on Special Assignment, that will work at DSU as a Visiting Instructor of Practice. The Visiting Instructor will teach assigned education classes and provide supervision for practicum and student teaching as needed.

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.*

Teaches the equivalent of 15 credit hours a semester (which could include supervision of field experiences).

Fulfills faculty responsibilities including holding office hours, maintaining required documentation of students' learning in classes, attending Department and other DSU meetings.

Participates in recruitment and retention efforts when requested.

Supervises and mentors DSU students in field experience settings.

Adheres to department, college, and university policies.

Performs other duties as assigned by the DSU Department Chair and/or Dean.

SUPERVISORY RESPONSIBILITIES

In conjunction with the assigned school administrator, this job has supervisory responsibility over DSU students in field experience settings.

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.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Demonstrated competency in the use of technology.

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

Master's degree in a field related to elementary education. Must have 5 or more years of teaching in a public school. Must be currently teaching or working in a WCSD elementary school in a certified position in good standing with no documented performance or conduct concerns within the past three years per WCSD policy 1120.3.1.

Documented experience in mentoring or instructional coaching (i.e. mentor teacher, STEP/intern supervisor, instructional coach, professional development provider) required.

Experience working with pre-service teachers is preferred.

Online teaching experience is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Level 2 or 3 Utah Teaching License.

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: Dr. Adriana Brandt, DSU Department of Education Chair			Date: 03/10/2020
Approved By: Executive Director, Human Resources			Date: 03/10/2020
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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:	