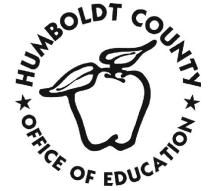


HUMBOLDT COUNTY OFFICE OF EDUCATION
CERTIFICATED JOB DESCRIPTION

SPECIAL PROJECT TEACHER



Garry T. Eagles, Ph.D.
Superintendent

General Description

Special Project Teachers are those individuals who serve in positions which are authorized and funded in whole or in part through contractual agreements with other agencies, including state, federal and/or private institutions. Special Project Teachers shall report directly to the designated program administrator and assume responsibility to fulfill those assigned duties outlined in or that evolve from the contractual agreements between the Humboldt County Office of Education and the funding source. Depending upon the nature of the assignment, Special Project Teachers may perform a wide variety of instructionally-related services including, but not limited to: direct instruction, curriculum development, staff inservice, case management of students, participation on advisory committees and inter-school/inter-agency liaison activities. Special Project Teachers are held accountable for the completion of duties which arise from the base funding agreements as well as the performance of other duties normally expected of Humboldt County Office of Education certificated instructional staff.

Minimum Qualifications

1. Possess and maintain a valid California teaching credential authorizing service in an area related to the focus of special project or assignment.
2. Demonstrate competence in communicating effectively with children, parents, staff members and representatives of other agencies as may be required by the project.
3. Possess specialized skills experience and training in the areas required by the special project or assignment.

Duties and Responsibilities

1. Performs those assigned duties which arise from the agreement(s) in effect between the Humboldt County Office of Education and the particular funding source(s). Such duties are subject to periodic review and change.
2. Establishes and maintains appropriate program files as required by the project, grant or legal specifications.
3. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
4. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.

5. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
6. Effectively communicates with staff, parents and agencies.
7. Attends regular and special staff meetings and actively participates as a member of the educational team.
8. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
9. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

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