



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Teacher on Assignment-Student Services	Location:	Student Services
Reports To:	Director of Student Services	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	188 days / 10 months	Salary:	See lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- Graduate work equivalent to a Master's Degree in curriculum, supervision, instructional design or other related areas
- Five years of successful teaching experience, knowledge of various models for quality instruction in various least restrictive settings including self-contained
- Prior training and knowledge in methods of clinical observation techniques and applied behavioral analysis (discreet trial, pivotal response, functional behavioral assessment, behavior intervention plans)
- Ability to communicate effectively orally and in writing
- Must understand and apply high levels of confidentiality due to the nature of the assignment
- Experience in delivery of information to adult groups
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- To serve as the staff specialist focusing on staff development and new teacher development

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Responsible to develop a working calendar to insure the successful completion of annual District Staff development objectives, including the early release calendar component
- Responsible to assist in the planning of in-service for teachers, Para educators, and personal care assistants
- Responsible for conducting in-service for instructional methodologies at each school
- Responsible to conduct clinical observation and conferences with staff members, including specialist.
- Responsible to work in conjunction with building principals in conducting observation and training of teachers, Para educators, and personal care assistants.
- Responsible to conduct demonstration classes with students to illustrate various instructional models, when appropriate
- Responsible to team with the classroom teacher as a resource, researching materials for specific projects or problem teaching situations
- Responsible to coordinate and share materials from district's professional library
- Responsible to meet regularly with Student Services Department Chair/ Team Leaders
- Responsible for working collaboratively with District Wide Mentor Program Leader to assist in the effective implementation of the District Wide Mentor Program
- Assist in gathering data and preparing reports to meet district, state and federal guidelines relating to professional development

STAFF PERSONNEL

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** co-chair the Student Services Master/ Mentor Special District Committee; serve on committees as requested
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities
- **SUPERVISION & EVALUATION:** be responsible for discharging instructional and non-instructional school related activities as assigned
- **TEAM MEMBER:** responsible for teacher evaluations as required by supervisor

OPERATIONS

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance
- **TEACHER ABSENCE:** advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** account for school and district property, as required
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions



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- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties; attend meetings: hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee

SCHOOL/COMMUNITY RELATIONS

- **PARENT CONFERENCES:** meet with parents as required to advise them concerning student needs and progress
- **INTERPRETATION:** interpret school policies and programs to students and parents

OTHER

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** responsible for performing other job-related duties as assigned by the Director of Student Services

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.