



TEACHER ON SPECIAL ASSIGNMENT - TEACHER RESIDENCY PROGRAM

PRIMARY FUNCTION:

Under the direction of the Director of Certificated Human Resources and/or Designee, the Teacher on Special Assignment - Teacher Residency Program, will collaborate in building and maintaining a Residency Educational Program, and be a liaison with Consulting Partners. The Teacher on Special Assignment - Teacher Residency Program, is responsible for the oversight, execution, and recruitment of the Teacher Residency Program.

ASSIGNED RESPONSIBILITIES:

1. Design and facilitate group instruction for all Residents in region each week based on best practices in adult learning and teacher education, working very closely with Consulting Partner(s) to align trainings to meet the needs of the Residents.
2. Collaborate with the Consulting Partner(s) to actively recruit, select, and match an excellent Resident/Mentor cohort each year.
3. Engage in collaborative, cross-regional work.
4. Lead site visits that foster resident and mentor positive growth.
5. Supervise, manage, and support Residents through the Residency year.
6. Establish a positive and supportive relationship with all Mentors, Residents, Departments, and Consulting Partners.
7. Design and facilitate group instruction for all Mentors each month and provide on-going individualized coaching and support.
8. Work with the Lead Mentor, Program Supervisors, and departments in the District to successfully support Residents and Mentors.
9. Support and collaborate with principals who work with Residents.
10. Travel as necessary to school sites.
11. Co-plan and run summer Mentor-Resident Orientation and other training activities for Mentors and Residents.

12. Participate actively in weekly Residency team meetings, Leadership Retreats, all Resident selection/recruitment and assessment and other events as part of the Leadership Team.
13. Demonstrate knowledge of, and support, regional mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
14. Perform other related duties as required and assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of:**
 - a. Experience in supporting highly effective and new teachers
 - b. Deep knowledge in curriculum, instruction and adult learning
- **Ability to:**
 - a. Communicate effectively verbally, and in writing
 - b. Organize; have excellent time management and follow-up on tasks; high sense of urgency; demonstrated ability to multi-task; ability to work independently
 - c. Handle confidential and sensitive issues with diplomacy and even-handedness and ability to work effectively with teammates of all levels
 - d. Leadership skills with exceptional ability to bridge and enhance cooperative working relationships
 - e. Work in ambiguous, complex, and rapidly changing environments
 - f. Enthusiasm for the role and required tasks
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):
 - a. Ability to push, pull, lift and transport instructional and/or presentation materials up to twenty-five (25) lbs. on a regular basis and up to forty (40) lbs. occasionally
 - b. Ability to communicate so others will be able to clearly understand a normal conversation
 - c. Ability to understand speech at normal levels

- d. Ability to bend, twist, stoop and reach
- e. Ability to drive a personal vehicle to conduct business
- f. Generally the job requires 55 percent sitting, 35 percent walking, and 10 percent standing

- **Mental:**

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Ability to problem solve
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation
- h. Ability to understand speech at normal levels

- **Environment:**

- a. Indoor – frequently
- b. Outdoor – occasionally (temperature variations)
- c. Ability to work at a desk and in meetings of various configurations

EDUCATION AND EXPERIENCE:

- a. Valid and appropriate California Teaching Credential
- b. Master's Degree or higher
- c. A minimum of five (5) years of teaching experience
- d. Must possess a valid driver's license

DESIRED:

- a. Bilingual ability in Spanish language

DIRECTLY RESPONSIBLE TO:

Director of Certificated Human Resources
and/or designee.

OVERTIME STATUS:

Exempt

BARGAINING UNIT STATUS:

Palm Springs Teachers Association

TERMS OF EMPLOYMENT:

Salary and work year governed by the
Collective Bargaining Agreement with the Palm
Springs Teachers Association.

EVALUATION:

Performance of this job will be evaluated in
accordance with the provisions of the Collective
Bargaining Agreement with the Palm Springs
Teachers Association and the Palm Springs
Unified School District and the Board Policy on
Evaluation of Certificated Personnel.

Regulation Approved: