

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>TEACHER ON SPECIAL ASSIGNMENT – FEDERAL PROGRAMS</b>
---

**Required Qualifications:**

- Bachelor's Degree in education from an accredited institution
- Hold a valid Florida Teaching Certificate
- Proficient in the use of technology to include: Word, Excel, presentation software, and desktop publishing
- Minimum of three (3) years of successful teaching experience

**Desired Qualifications:**

- Knowledge of Elementary and Secondary Education Act (1965) requirements and reauthorizations
- Knowledge of the Florida standards and district curriculum
- Experience in conducting trainings
- Experience with leadership roles and responsibilities
- Exceptional interpersonal, oral, and written communication skills

**Performance Responsibilities:**

- Coordinate, develop, and implement parent trainings designed to enhance parental engagement and impact student achievement, and close the achievement gap
- Coordinate and facilitate parental engagement activities at the district and school level
- Maintain records and schedules of parental engagement activities at the district and school level
- Assist in the design of academic resources and content for the Parent Academy website
- Disseminate information regarding parental engagement opportunities being offered in the district and the schools
- Assess the effectiveness of efforts to close the achievement gap through analysis of subgroup achievement data
- Train families, teachers, community partners, and administrators to build partnerships between the school and home
- Monitor achievement and parent/family engagement data for Title I schools
- Assist schools in the development and implementation of plans for underperforming subgroups as identified by ESSA
- Participate and assist in the coordination of the district's Family Engagement Team meetings
- Participate and assist in the coordination of the District Achievement Gap committee
- Participate in relevant district and regional trainings

- Assess the effectiveness of the district and school Parental Engagement Program through surveys, needs assessments and student performance data
- Work collaboratively and collegially with instructional coaches, curriculum supervisors, and district staff to attain the goals of the District
- Assume flexible work hours to facilitate parental engagement activities and trainings
- Perform other duties as assigned by the Director of Federal Programs and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Federal Programs and/or designee

**Evaluation:**

Annual evaluation done by the Director of Federal Programs and/or designee

**Terms of Employment:**

- 10-month employment
- Grant Funded

**Salary:**

Salary based upon approved salary scheduled - Instructional

**Job Code:**

61012

Board Approved: 10/04/2016

Revised: 12/10/18, 08/13/19, 06/23/20