

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: August 19, 2009
Salary Schedule: #102

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT - A+ COORDINATOR

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent of Educational Services, provides district-wide technical support for the A+ credit recovery program; improves program services through collaboration with district administration, site administration, teachers, and counselors.

JOB FUNCTIONS:

- Maintains and monitors the A+LS software program
- Performs routine maintenance on the A+LS software to meet programmatic goals
- Provides technical support for the A+LS software
- Plans and presents training and staff development
- Creates and maintains documents to support programmatic needs
- Analyzes complex records, training guides, and software technical bulletins
- Coordinates and monitors assigned activities and/or program components to ensure compliance with financial, legal and/or administrative requirements
- Administers the payroll, including the completion and submission of time sheets and attendance sheets to the appropriate administrator at the district office
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Establishes and maintains effective working relationships with software representatives and publishers.
- Collaborates with site administrators to determine programmatic needs and provide appropriate support
- Establishes and maintains effective communication with students, parents, staff and the public

JOB FUNCTIONS – continued

- Works independently with speed and accuracy
- Compiles data and completes reports for District officials
- Demonstrates organizational skills
- Uses English in both written and verbal form; correct spelling, grammar, and computation
- Performs arithmetic calculations and computation procedures
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Experience:

- Teaching credential
- One semester of A+ lab experience

LICENSES, CERTIFICATIONS, BONDING, AND/OR TESTING:

- A+LS training
- Computer skills to effectively perform the job functions

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SALARY/WORK YEAR:

- Placement on the Teacher on Special Assignment Salary Schedule commensurate with years of service and education
- 200 Day Work Year