



Piner-Olivet Union School District

Job Description

TEACHER IN CHARGE (TIC)

In the absence of the principal, the Teacher In Charge is held accountable for the management of the school and school personnel in matters that require immediate attention.

DESIRED QUALIFICATIONS:

- Credentialed Teacher with Permanent Status.

DUTIES:

- Handle discipline referrals in a timely manner.
- Maintain a good professional relationship with parents, community and other staff members.
- Interpret, manage and inform staff of any necessary changes to staffing for organizational needs.
- Serve as liaison in communication between central administration and certificated and classified employees in the school, and interpret and implement district policies.

EXPECTED MONTHLY COVERAGE:

- 1 day for Admin. Meeting (approximately 2 hrs. per week.)
 - 1 day for Principal absence i.e. illness; discretionary, etc.
 - .4 day for Leadership Training (approximately 1 day every 2 months)
 - .6 days for Professional Development, i.e. A.B. 430
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- Total 3 days per month
 - Stipend: \$1,500.00 per year
 - Excess of 3 days per month, TIC will be paid in the amount of \$50.00 per day
 - Teacher on Call (TOC) will be paid \$50.00 per day when the principal and TIC are not on campus, and if needed to perform an administrative duty. The TOC must turn in a Time Sheet.

June 5, 2019

The Piner-Olivet Union School District is an Equal Opportunity Employer