

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Coordinator, Safe Schools and Student Activities  
**Reports to:** Manager, Student Health and Safe Schools

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate. Five (5) years experience in education. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

To coordinate with schools in maintaining a safe environment for students.

**Essential Duties and Responsibilities:**

1. Obtains information from school personnel and outside agencies on disruptive students.
2. Coordinates with community agencies, law enforcement agencies and the juvenile court system to benefit the students and schools.
3. Maintains appropriate documentation on suspensions and expulsions and informs the Superintendent and School Board.
4. Counsels, advises and works with parents and schools in problems related to discipline and safety.
5. Coordinates student placement in alternative school programs.
6. Assists, as directed, in the development and implementation of the district's athletic and activities programs.
7. Oversees the implementation of the Code of Student Conduct.
8. Works to coordinate CRISIS management planning with all appropriate staff.
9. Abides by all policies of the Okaloosa County School Board.
10. Performs other tasks as assigned within the limit of the Master Contract.

**Terms of Employment/Length of Employment:**

Twelve months. Salary based on the adopted salary schedule for instructional personnel.

**Evaluation:**

Annual evaluation conducted by supervisor in accordance with the Master Contract, School Board policies and state laws.