

C5

**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.

Position Title: Elementary Classroom Teacher
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignments. 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 create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation and in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

Essential Duties and Responsibilities:

1. Meets and instructs assigned classes in the locations and at the times designated utilizing the course of study adopted by the Board of Education, state curriculum frameworks where provided, student performance standards, and other appropriate learning activities.
2. Develops and maintains a safe classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Assists in upholding and enforcing school rules, administrative regulations, and board policies.
5. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom and school.
6. Evaluates students' academic and social growth, keeps accurate and complete records, and prepares progress reports.
7. Communicates student progress and interprets the school program to students and parents through conferences and other means.
8. Demonstrates an awareness of child development (i.e., physical, emotional, intellectual) and identifies student needs and cooperates with other professional staff members in assessing and helping students to solve health, attitude, and learning problems.
9. Creates an effective environment for learning, e.g., functional and attractive displays, bulletin boards, and learning centers.
10. Maintains professional competence through an ongoing program of reading, workshops, seminars, conferences and/or coursework.
11. Cooperates with other staff members in planning instructional goals, objectives and methods.
12. Assists in the selection of books and instructional aids; keeps required inventory records; maintains instructional materials.
13. Accepts a share of responsibility for co-curricular activities.
14. Administers group standardized tests in accordance with district testing program.
15. Attends and participates in faculty meetings.
16. Abides by all policies of the Okaloosa County School Board.
17. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.