

# 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:** Elementary Resource Teacher (PreK-5)  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**  
Holds a valid Florida Educator's Certificate with coverage in elementary education or primary education and three (3) successful years of teaching experience at the elementary level. Master's Degree with emphasis in early childhood and/or elementary education, curriculum and instruction, educational leadership and/or guidance and counseling. 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:**  
Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. 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:**  
Ability to apply knowledge of current research and theory to instructional program; ability to screen students and assist teachers based on district and school objectives. Establishes rules; monitors rules consistently and fairly. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains academic focus and 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.

(over)

**Work Environment:**

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

**Job Goal:**

To assist the faculty in leading students toward the fulfillment of their potential for intellectual, emotional and psychological growth and maturation. To coordinate the elementary curriculum grades pre-kindergarten through grade five and assist teachers in facilitating the learning process.

**Essential Duties and Responsibilities:**

1. Serves as a resource for classroom teachers in the implementation of all services and program elements in the Florida Education Program including screening and assessment, assignment of children in appropriate programs and services of other personnel in a team approach.
2. Provides direct instruction to individual students and groups of students as directed by the principal.
3. Assists in providing supportive academic services to teachers, students, parents and community agency personnel.
4. Assists in preparing individualized, personalized plans of instruction for students.
5. Assists in the preparation of reports and assumes the responsibility of current and efficient records and procedures for transfer of records when needed.
6. Assists in the coordination of the school staffing committee for identification of and assignment of strategies.
7. Suggests ways to facilitate parental involvement and parent education.
8. Coordinates inservice activities at the school level for pre-kindergarten through grade five teachers, volunteers, assistants, administrators and other appropriate personnel.
9. Supports and assists the classroom teacher in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials and identifying specific needs of children.
10. Strives to implement by instruction and action the district's philosophy of educational goals and objectives.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Assists in upholding and enforcing school rules, administrative regulations and board policies.
13. Attends faculty and staff meetings and serves on staff committees as directed by the principal.
14. Provides leadership toward improvements, implementation and coordination of curriculum for the total school program.
15. Abides by all policies of the Okaloosa County School Board.
16. 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.