

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

Deleted 4/10/02

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: Teacher of the Trainable Mentally Handicapped
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage for 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 provide each trainable mentally handicapped student with a program that will enable him/her to reach their fullest physical, emotional, psychological, and behavioral potential.

Essential Duties and Responsibilities:

1. Provides a basic core program for trainable mentally handicapped students consistent with state education code requirements.
2. Coordinates and supervises work experience and on-campus job-training programs involving the mentally handicapped.
3. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
4. Assists other professional staff members in resolving the unique psychological or disciplinary problems of each student.
5. Prepares for and participates in placement committee meetings, dismissal staffing meetings, and IEP conferences.
 - a. Interprets evaluations reports
 - b. Utilizes information to identify and write target behaviors, annual goals, long and short term academic and behavioral objectives on IEP.
6. Counsels TMH students with educational, occupational, and personal problems.
7. Assists the TMH student in making a realistic assessment of his abilities and in establishing educational and occupational goals in keeping with these abilities.
8. Provides motivation to students who have a short attention span.
9. Undertakes continuing professional study in the psychology of the mentally handicapped student in teaching methods related to the field.
10. Keeps attendance records and all other records pertinent to the TMH program for state reports.
11. Abides by all policies of the Okaloosa County School Board.
12. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten, eleven, or twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

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