

**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: Facility Teacher/Dept. Of Juvenile Justice Center
Reports to: Director, Department of Juvenile Justice Center

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 the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. 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. Works with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.

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:

While performing the duties of this job, the employee is continuously required to sit and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(over)

Work Environment:

Department of Juvenile Justice Center

Job Goal:

To help students in a structured learning environment develop skills, attitudes and knowledge necessary to be successful in the classroom and society.

Essential Duties and Responsibilities:

1. Develop individual educational plans for each student in all areas of secondary curriculum.
2. Support the prescribed discipline plan.
3. Meets regularly with the director of education for juvenile justice, support professionals and faculty to coordinate and implement curriculum and policy.
4. Works closely with guidance/transition specialists in developing educational and transition plans.
5. Assists the director of education and director of facility in implementation of all policies and/or rules.
6. Serves on joint staff committees with other juvenile justice facilities as required.
7. Attends all in-service activities as necessary for teaching in a juvenile justice facility as outlined by federal and state mandates, district requirements or as required by individual juvenile justice facility.
8. Teach classes in more than one juvenile justice facility as needed.
9. Cooperates with the lead teacher to facilitate implementation of curriculum and enhance communication with the educational and facility directors.
10. Supports a safe learning environment for students and self and immediately communicates all safety concerns to the director of education or lead teacher both verbally and in writing as appropriate.
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 month. Must be willing to work a 40 day summer school. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, School Board Policies, and state law.