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**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:** Occupational/Placement Specialist  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with Occupational Specialist coverage. Five (5) years work experience (outside the field of education preferred). 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.

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**Job Goal:**

To develop in each pupil an awareness and understanding coupled with the basic skills/knowledge applicable to a specific occupation in the business or public sector; and to instill in each pupil the importance of safe working habits, continuation of his education, and the assets of reliability, competence, loyalty, and dependability.

**Essential Duties and Responsibilities:**

1. Assist school graduates and school dropouts to obtain gainful employment, to enroll for further education, or to engage in a combination of employment and further education.
2. Identify potential school dropouts and reorient them to continue school.
3. Contact prospective employer to ascertain job opportunities.
4. Prepare lists of employers who have previously hired former students.
5. Identify potential employers and personnel in post-secondary educational institutions for students and parents to contact.
6. Prepare and disseminate lists of specific job openings reported to the school or district.
7. List names of students using placement services.
8. List names of students desiring placement in specific career areas.
9. Assist in preparing for and completing follow-up studies of former students.
10. Maintain contacts with the business community to keep informed of new innovations and job requirements which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
11. Communicate with employers, parents, and school counselors in individual pupil progress.
12. Teach occupational skills and knowledge to provide pupils with the competence to be an economic asset to the employer.
13. Provide to all potential and enrolled students information in the areas of career planning and selection, vocational-technical program selection, financial aid, further education and employment opportunities.
14. Assist with the recruitment of students.
15. Assist with the promotion of the Center to the community.
16. Plan, organize, and conduct tours of the Center for individuals and groups.
17. Maintain an up-to-date career information center.
18. Assist in the administration of tests.
19. Provide input in the development of curriculum.
20. Participate in inservice workshops, professional organizations, and other activities for professional growth.
21. Assist in providing orientation to all students new to the Center.
22. Perform substitute teaching duties on designated days.
23. Abides by all policies of the Okaloosa County School Board.
24. Performs other tasks as assigned within the limits of the Master Contract.

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

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

**Evaluation:**

Annual evaluation conducted by principal in accordance with the Master Contract, local policies and state laws.