

**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 APPLICANT'S 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 Preschool Handicapped Classroom/ESE
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage in Exceptional Student Education and has experience in teaching ESE students. This teacher must be able to work 7.50 hours daily, bypassing duty free lunch. 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 developmentally appropriate program based on children's intellectual, social and physical needs; to develop a positive attitude toward learning and schooling in parents and children.

Essential Duties and Responsibilities:

1. Meet and instruct assigned classes in the locations and at the times designated utilizing the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instruct three and four year old children by providing experiences that meet their needs and stimulates learning in the developmental areas - physical, social, emotional and intellectual as per adopted curriculum.
3. Provide for an environment that is designed to stimulate oral language expression and listening skills development.
4. Ensure that this stimulation of total language development occurs by providing optimum contact time with these additional responsibilities:
 - a. Instructs the physical education and music program.
 - b. Assists in feeding the children breakfast and lunch.
 - c. Rides on the bus to take the students home.
 - d. Changes children's diapers/clothes as required by student's need.
5. Develop and maintain a safe classroom environment conducive to effective learning within the limits of the resources provided by the district.
6. Select and develop lessons and instructional materials that are both age appropriate and individually appropriate; maintains required inventory records.
7. Communicate student progress and interprets the school program to students and parents through individualized education plans, conferences and other means.
8. Demonstrate an awareness of child growth, development and learning principles.
9. Establishes and facilitates the development of self-control in children by using positive techniques and modeling.
10. Develop an imaginative and creative environment for children by providing opportunities which are centered around problem solving, exploration, active learning and learning centers.
11. Develop a partnership with parents through parent education and home visits so that there will be a better understanding of the child's needs.
12. Maintain professional competence through an ongoing program of inservice and training using Peech Curriculum as a model.
13. Cooperate with other staff members in planning instructional goals, objectives and methods.
14. Assist in screening students to determine possible Exceptional Student Education eligibility.
15. Assess student's development by teacher observations of student behavior and levels of play; maintains a checklist of small and gross motor abilities.
16. Attend and participate in faculty meetings.
17. Abide by all policies of the Okaloosa County School Board.
18. 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.