

**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: Teacher on Special Assignment, Prevention & Safe Schools Services
Reports to: Chief Officer of Quality Assurance
Supervises: As assigned

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate in any Florida certification and five (5) years successful teaching experience. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates the ability to read, analyze, and interpret state, district, and school student data, common scientific and technical journals, financial reports, and legal documents. Responds to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Effectively present information to administrators, public groups/community, and School Board.

Mathematical Skills:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Management Techniques:

Defines problems, collects data, establishes facts, and draws valid conclusions. Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables.

Specialization Competence:

Demonstrates the ability to develop spreadsheets; graphically represent a variety of data: aggregate behavioral, attendance, graduation and remedial.

Interpersonal Relationships:

Applies current research and theory in specific field of student intervention. Establishes and maintains effective working relationships with students, staff and the school community. Speak clearly and concisely both in oral and written communication. Perform duties with awareness of all federal, state, and district requirements and School Board policies.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Some driving is required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Some extended hours and multiple demands from several people are frequently required of the employee.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is usually very quiet.

(over)

Job Goal:

The purpose of this position is to provide to schools a program of services designed to promote student safety, discipline, health, attendance and intervention services.

Essential Duties and Responsibilities:

1. Obtains, analyzes and disseminates to schools information and procedures pertaining to the management of disruptive students, including placement options, suspensions, and expulsions.
2. Obtains, analyzes, prepares required reports, and disseminates information pertaining to student attendance.
3. Investigates and prepares, on behalf of the Superintendent, the district's cases for expulsion; ensures the equal and fair application of School Board policies governing expulsion; and ensures that all actionable offenses by students against persons or property are reported to civil authorities for prosecution.
4. Represents the district in dealing with law enforcement agencies and the court system.
5. Acts as the Superintendent's liaison with the school resource officer program and the Sheriff's office.
6. Assists the Superintendent and Board in the development of alternative education programs.
7. Oversees the implementation of the Student Code of Conduct.
8. Oversees the district's student health programs.
9. Acts as the Superintendent's representative to the Florida High School Activities Association.
10. Acts as the district's compliance officer for Title IX, including developing performance reports for the Superintendent and Board in gender equity and providing technical assistance to schools in developing and evaluating sports programs.
11. Coordinates CRISIS management planning for the district, including ensuring that each school maintains a timely and effective CRISIS management plan.
12. Counsels and advises parents and students in problems related to discipline, safety and health.
13. Functions as a member of the Quality Assurance Department assisting schools in resolving barriers to student performance.
14. Solicits, administers, and provides performance reports pertaining to grants and other funding related to areas of responsibility.
15. Maintains all records necessary for the performance of these duties and makes all reports to the School Board and Superintendent and other agencies as required by Board policy and law.
16. Performs all other duties as assigned by the Superintendent.

Terms of Employment/Length of Employment:

Twelve month. This is an instructional employee and will serve at the pleasure of the Superintendent.

Salary:

Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual evaluation conducted by supervisor in accordance with School Board policies and state laws.

Review and Agreement:

Incumbent

Date

Supervisor

Date

cc: Incumbent
Supervisor