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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.

***SUPPLEMENTED POSITION***

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**Position Title:** Staff Development Contact  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools.

**Communication Skills:**

Ability to read and interpret documents. Edit/correct students' writing and oral communication. Ability to write routine reports and correspondence.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear. Occasionally the employee is required to climb and kneel. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Goal:**

To coordinate with Staff Development to provide appropriate training activities for the school.

**Essential Duties and Responsibilities:**

1. Participate in professional development activities designed to prepare him/her for the position.
2. Member of the SE-PEC (School Enhancement-Professional Education Center).
3. Coordinate and assist with the design, implementation, evaluation, and follow-up of school based workshops/training activities.
4. Coordinate with the Office of Staff Development for the completion and submission of appropriate forms, documentation, etc. for workshops/training activities.
5. Update the school's copy of the Master In-Service Plan maintained in the school's media center.
6. Post information relevant to in-service opportunities.
7. Inform the principal/administrator of staff development programs, issues, and progress.

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

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.

3. Assists in general upkeep, inventory, and protection of equipment under the jurisdiction of his/her program.
4. Assists head coach in providing accurate information needed to compile eligibility lists and other reports, such as parent permission forms, birth certificates and physicals.
5. Assumes supervisory control over athletes and teams assigned to him/her.
6. Emphasizes safety precautions and awareness of best training and injury procedures.
7. Provides head coach with information needed in making game reports and publicity releases.
8. Instructs his/her players concerning rules and rule changes, innovative ideas and techniques.
9. Attends practice sessions and contests regularly.
10. Promotes and models ethical behavior during practice and contests.
11. Assists in fund-raising activities.
12. Assists in scheduling games and transportation when needed.
13. Assists in preparation of banquet and recommends awards.
14. Assists in return and inventory of school equipment.
15. Assists in monitoring students' academic progress.
16. Performs other tasks and responsibilities as assigned by the Principal or designee.
17. Abides 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:**

First Semester Only. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.