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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.

Position Title: Title I Teacher, Reading/Math - Elementary
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage in elementary education. 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 help Title I students develop skills that contribute to their intellectual, emotional and physical maturation.

Essential Duties and Responsibilities:

1. Meets and instructs students in reading/mathematics in small groups.
2. Develops and maintains a safe lab environment conducive to effective learning within the limits of the resources provided by the district and Title I.
3. Cooperates with the regular classroom teacher in diagnostic, prescriptive program planning.
4. Prepares for assigned classes and shows evidence of preparation upon request of immediate supervisor.
5. Encourages effective student behavior through a positive climate to promote self-esteem that contributes to the learning process.
6. Strives to meet the individual needs of students with differing abilities and learning styles by employing a variety of instructional techniques.
7. Assists in upholding and enforcing school rules, administrative regulations, board policies and Title I guidelines and regulations.
8. Maintains accurate, complete and correct records which document program performance and compliance.
9. Makes reasonable provisions for conducting conferences with parents concerning student placement, instruction and processes in the program outside the instructional day.
10. Attends and participates in faculty meetings and Title I meetings.
11. Provides orientation sessions to the faculty and parents for greater understanding of the Title I program.
12. Serves as a resource person to the principal and other teachers of Title I students.
13. Utilizes the services of the Title I Home-School Coordinator and other Title I personnel.
14. Provides escort services for students to and from labs when necessary.
15. Provides for professional growth through an on-going program of professional reading, workshops, seminars, conferences, and/or course work.
16. Abides by all policies of the Okaloosa County School Board.
17. 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.