

**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:** TSA - First Start Parent Resource Center Lead Teacher  
**Reports to:** Administrator, Quality Assurance

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with coverage in early childhood or primary education. Minimum of three (3) years successful teaching experience in the primary program. 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 develop a high quality parent education and support network to parents of handicapped and at-risk children during the first three years of life; to establish a Parent Resource Center so that services can be provided for parents to enhance their children's intellectual, language, physical and social and emotional development.

**Essential Duties and Responsibilities:**

1. Establish a First Start Parent Resource Center whereby services can be provided to parents of handicapped or high-risk children from birth to three years.
2. Participate in the training provided by the State with the "Missouri Parents As Teachers Program".
3. Certify other personnel in the training of the "Missouri Parents As Teachers Program".
4. Provide high quality parent education that will enable parents to enhance their children's intellectual, language, physical, emotional and social development.
5. Participate as a member of the District Interagency Coordinating Council on Pre-kindergarten and the Interagency Handicapped Pre-kindergarten Council.
6. Conduct monthly group meetings for parents with similarly aged children at the First Start Parent Resource Center.
7. Provide formal education screening in the home setting. Observations, checklists and inventories can be used in the screening process.
8. Coordinate medical screening with the County Health Department and other social agencies.
9. Conduct home visits at least once a month for each family who has been identified.
10. Provide staff development that offers guidance on home safety, nutrition, effective discipline, constructive play activities and other topics. Provide field trip opportunities.
11. Establish a referral network to help parents who need special assistance for themselves or their children.
12. Recruit and train parent educators from among the families in the school attendance zone. (Refer to the District First Start Plan.)
13. Design a staff development component which addresses training in child development associate certificate training or its equivalent.
14. Coordinates plans with the Pre-kindergarten Coordinator and Primary Resource Teacher so that parents will continue to receive support services. Develop a record keeping system so that support services can be ongoing.
15. Provide modeling and appropriate materials for parents to use with children.
16. Attend and participate in faculty meetings.
17. Abide by all policies of the Okaloosa County School Board.
18. Perform 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.