

**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 of Vocational Education
Reports to: Director of Applied Technology

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate or an Okaloosa District Non-degree Vocational Certificate with appropriate coverage for the course assignments. 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 help students learn subject matter and develop job entry skills that will contribute to their development as useful, productive individuals.

Essential Duties and Responsibilities:

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Develop and maintain a safe classroom and laboratory environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepare for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
4. Incorporate the state curriculum frameworks and student performance standards into lesson planning.
5. Encourage student behavior that contributes to the learning process.
6. Strive to meet the needs of students with differing abilities and learning styles by employing a variety of instructional techniques.
7. Help students attain the job entry skills expected by the community in occupational field.
8. Strive to help students develop self esteem as they master skills.
9. Assist in upholding and enforcing school rules, administrative regulations and board policies.
10. Maintain accurate, complete and correct records.
11. Attend and participate in faculty meetings.
12. Cooperate with other staff members in planning instructional goals, objectives and methods.
13. Assist in the selection of books, equipment and other instructional materials.
14. Accept a share of responsibility for co-curricular activities.
15. Provide for professional growth through an ongoing program of reading, workshops, seminars, conferences and/or coursework.
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 by Principal or Director of Vocational Education in accordance with the Master Contract, local policies, and state law.