

**School District of Santa Rosa County  
Job Description**

**Athletic Director**

<b>Reports to: Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 23061</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Assures compliance with all FHSA rules and regulations
- Organizes, and is responsible for, all game schedules, contracts, travel and finances
- Works jointly with all coaches and sponsors concerned with athletic events
- Assists, upon request, in the selection of candidates to fill coaching vacancies
- Coordinates and schedules use of all facilities and equipment
- Represents the school at all meetings requiring athletic representation
- Promotes entire program through the media, finances, and an awards system
- Coordinates athletic event activities, including but not limited to, officials, travel, maintenance, safety, tickets, workers, volunteers, band
- Promotes public awareness of insurance opportunities and procedures
- Performs other tasks and responsibilities as assigned

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

School Coaches

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate

**Preferred:**

Head coaching experience

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County

## Job Description

### Guidance Certified School Counselor, Elementary

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20031 (PreK-5), 20032 (PreK-6), 20033 (3-5), 20034 (PreK-2)</b>

#### **Job Goal:**

The goal for the counseling program is to assist students in their learning, providing academic, personal and social, career development, and community involvement counseling. In addition, the counselors will assist students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

#### **Minimum Qualifications & Skills Required Eligibility Requirements:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

#### **Preferred:**

Subject area certification

#### **Skills, Knowledge, & Abilities Required\*\*:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job may include: applying assessment instruments and interpreting test results, providing training for professional development as needed, preparing and maintaining accurate records, planning and managing projects, and using software applications. Communication skills will be demonstrated by articulate speech; using vocabulary appropriate to tasks and student abilities; writing with appropriate grammar, spelling, and structure; and by communicating effectively with students, parents, and all school personnel.

KNOWLEDGE is required to review and interpret technical information and analyze situations to define issues and draw conclusions. Knowledge and understanding of child development and the unique needs and characteristics of the elementary school student is required as well as understanding of counseling principles, programs, and available district and community resources and services. Knowledge is required for the administration of computer and paper based assessments and to provide appropriate feedback to students, parents, and school staff.

ABILITY is required to read, interpret, and follow Federal and Florida State Statutes, State Board Rules, Code of Ethics, School Board policies, and policies unique to the school. Ability is needed to schedule a number of activities, meetings, and/or events; to gather, collate, analyze, and classify data; to create and complete action plans; and use basic, job-related equipment, and software. Problem solving ability is required to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Flexibility is required to independently work with others in a wide variety of circumstances, communicating with diverse groups, maintaining sensitivity and confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

## **Principal Performance Responsibilities (Essential Functions\*\*):**

### **Planning/Preparation**

- Develop counseling services and establish priorities through short and long range plans based on developmental needs of students, needs assessments, and school, district, and state priorities.
- Communicate goals and services of the counseling programs to school administration, staff, students, parents, and community.

### **Administrative/Management**

- Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
- Establish, implement, coordinate, and monitor effective school-wide counseling services and activities.
- Establish and follow procedures for appropriate intervention in accordance with school, district, state, and district guidelines.
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies.
- Use technology resources effectively and assist in the maintenance of the automated student data systems.
- Provide input in the development of curriculum.
- Assist in the orientation of new faculty/staff members as needed.
- Assist in the management and dissemination of the Emergency Health Care Plans to all appropriate school personnel.

### **Assessment/Evaluation**

- Provide assistance in the screening, referral, identification, and placement of students with special needs.
- Assess students using the Multi Tier Support System (MTSS—formerly known as RTI) and provide assistance.
- Monitor the 504 Plan process, including involving parents and school personnel, creating Plans, and maintaining compliance.
- Explain the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations to appropriate individuals.
- Coordinate, train, and administer a variety of standardized tests, maintain security, and interpret test results to parents, students, and school staff.
- Evaluate the overall guidance program including the completion of annual calendar of counseling activities and submission of an action plan with actions completed.

### **Intervention/Direct Services**

- Provide personal/social, behavioral, career, and academic counseling activities including individual and/or group as needed to promote student success.
- Recognize the special needs of individuals and families and make appropriate recommendations including appropriate referrals (i.e. homeless, Lakeview, etc.).
- Recognize the overt indicators of student distress or abuse and take stipulated intervention, referral, or reporting action.
- Provide crisis intervention including follow-up services as appropriate.
- Provide intervention for at-risk students and those with special learning and behavioral needs including making appropriate plans and referrals, e.g. attendance and truancy intervention plans.
- Assist in the registration and placement of students.
- Assist students in their transition to and from feeder schools and out of district schools.
- Assist students and parents in scheduling teacher conferences and serve as a mediator and/or advisor.

### **Collaboration**

- Consult effectively with students, parents, teachers, and other school staff to assist students toward success, providing a supportive, confidential, and supportive atmosphere.
- Serve as advocate for students.
- Establish an effective working relationship with district and outside services and make appropriate referrals for psychological, social work, health, and community services.
- Participate in multidisciplinary conferences concerning individual cases of special need related to the mental health, physical, and/or academic needs.
- Organize and/or support community service projects.
- Collaborate with other professionals regarding student records and information.

### **Staff Development**

- Provide information and/or in-service for teachers, administrators, and other school staff.
- Initiate and engage in continuing professional growth through in-service, classes, and individual study.
- Complete the Professional Development Plan and keep abreast of recent developments in school counseling.

### **Professional Responsibilities**

- Model professional and ethical standards consistent with Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida when dealing with students, peers, parents, and community.
- Prepare and maintain all required reports and records meeting established deadlines.
- Identify student/school issues; facilitate and follow established procedures.
- Attend and participate in faculty meetings as required.
- Accept responsibility for extracurricular activities.
- Perform other tasks and responsibilities as assigned by the principal.

### **Student Growth/Achievement**

- Review student records and other indicators as deemed appropriate by the district guidelines to evaluate student needs.
- Monitor the students' growth through the MTSS process and provide assistance when needed.

### **Supervision Received:**

Supervisor/s – School Administration

### **Supervision Exercised:**

Educational Support as assigned

### **Physical Demands:**

~~Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects.~~ The employee may occasionally push or lift up to 25 pounds. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

### **Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

### **\*\*Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, knowledge, abilities, efforts, duties, and responsibilities or working conditions associated with the position.

## School District of Santa Rosa County Job Description

~~Guidance~~ Certified School Counselor, Middle

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20020</b>

### **Job Goal:**

The goal for the counseling program is to assist students in their learning, providing academic, personal and social, career development, and community involvement counseling. In addition, the counselors will assist students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

### **Minimum Qualifications & Skills Required Eligibility Requirements:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

### **Preferred:**

Subject area certification

### **Skills, Knowledge, & Abilities Required\*\*:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job may include: applying assessment instruments and interpreting test results, providing training for professional development as needed, preparing and maintaining accurate records, planning and managing projects, and using software applications. Communication skills will be demonstrated by articulate speech; using vocabulary appropriate to tasks and student abilities; writing with appropriate grammar, spelling, and structure; and by communicating effectively with students, parents, and all school personnel.

KNOWLEDGE is required to review and interpret technical information and analyze situations to define issues and draw conclusions. Knowledge and understanding of child development and the unique needs and characteristics of the middle school student is required as well as understanding of counseling principles, programs, and available district and community resources and services. Knowledge is required for the administration of computer and paper based assessments and to provide appropriate feedback to students, parents, and school staff.

ABILITY is required to read, interpret, and follow Federal and Florida State Statutes, State Board Rules, Code of Ethics, School Board policies, and policies unique to the school. Ability is needed to schedule a number of activities, meetings, and/or events; to gather, collate, analyze, and classify data; to create and complete action plans; and use basic, job-related equipment, and software. Problem solving ability is required to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Flexibility is required to independently work with others in a wide variety of circumstances, communicating with diverse groups, maintaining sensitivity and confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

## **Principal Performance Responsibilities (Essential Functions\*\*):**

### **Planning/Preparation**

- Develop counseling services and establish priorities through short and long range plans based on developmental needs of students, needs assessments, and school, district, and state priorities.
- Communicate goals and services of the counseling programs to school administration, staff, students, parents, and community.

### **Administrative/Management**

- Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
- Establish, implement, coordinate, and monitor effective school-wide counseling services and activities.
- Establish and follow procedures for appropriate intervention in accordance with school, district, state, and district guidelines.
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies.
- Use technology resources effectively and assist in the maintenance of the automated student data systems.
- Provide input in the development of curriculum and the master schedule.
- Assist in the orientation of new faculty/staff members as needed.
- Assist in the management and dissemination of the Emergency Health Care Plans to all appropriate school personnel.
- Coordinate and/or assist with award presentations and 8<sup>th</sup> grade transition to high school activities.

### **Assessment/Evaluation**

- Provide assistance in the screening, referral, identification, and placement of students with special needs.
- Assess students using the Multi Tier Support System (MTSS—formerly known as RTI) and provide assistance.
- Monitor the 504 Plan process, including involving parents and school personnel, creating Plans, and maintaining compliance.
- Explain the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations to appropriate individuals.
- Coordinate, train, and administer a variety of standardized tests, maintain security, and interpret test results to parents, students, and school staff.
- Evaluate the overall guidance program including the completion of annual calendar of counseling activities and submission of an action plan with actions completed.

### **Intervention/Direct Services**

- Provide personal/social, behavioral, career, and academic counseling activities including individual and/or group as needed to promote student success.
- Recognize the special needs of individuals and families and make appropriate recommendations including appropriate referrals (i.e. homeless, Lakeview, TAPP, etc.).
- Recognize the overt indicators of student distress or abuse and take stipulated intervention, referral, or reporting action.
- Provide crisis intervention including follow-up services as appropriate.
- Provide intervention for at-risk students and those with special learning and behavioral needs including making appropriate plans and referrals, e.g. attendance and truancy intervention plans.
- Assist in the registration and scheduling of students.
- Assist students in their transition to and from feeder schools and out of district schools.
- Assist students and parents in scheduling teacher conferences and serve as a mediator and/or advisor.

## **Collaboration**

- Consult effectively with students, parents, teachers, and other school staff to assist students toward success, providing a supportive and confidential atmosphere.
- Serve as advocate for students.
- Establish an effective working relationship with district and outside services and make appropriate referrals for psychological, social work, health, and community services.
- Participate in multidisciplinary conferences concerning individual cases of special need related to the mental health, physical, and/or academic needs.
- Organize and/or support community service projects.
- Collaborate with other professionals regarding student records and information.

## **Staff Development**

- Provide information and/or in-service for teachers, administrators, and other school staff.
- Initiate and engage in continuing professional growth through in-service, classes, and individual study.
- Complete the Professional Development Plan and keep abreast of recent developments in school counseling.

## **Professional Responsibilities**

- Model professional and ethical standards consistent with Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida when dealing with students, peers, parents, and community.
- Prepare and maintain all required reports and records meeting established deadlines.
- Identify student/school issues; facilitate and follow established procedures.
- Attend and participate in faculty meetings as required.
- Accept responsibility for extracurricular activities.
- Perform other tasks and responsibilities as assigned by the principal.

## **Student Growth/Achievement**

- Review student records and other indicators as deemed appropriate by the district guidelines to evaluate student needs.
- Monitor the students' growth through the MTSS process and provide assistance when needed.

## **Supervision Received:**

Supervisor/s – School Administration

## **Supervision Exercised:**

Educational Support as assigned

## **Physical Demands:**

~~Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects.~~ The employee may occasionally push or lift up to 25 pounds. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

## **Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

## **\*\*Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, knowledge, abilities, efforts, duties, and responsibilities or working conditions associated with the position.

## School District of Santa Rosa County Job Description

### Guidance Certified School Counselor, Career & Technical

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20010 (6-12), 20011 (7-12), 20012 (9-12), 20015 (Drop Out Prev/Adult), <del>20041 (Virtual School)</del></b>

#### **Job Goal:**

The goal for the counseling program is to assist students in their learning, providing academic, personal and social, career development, and community involvement counseling. In addition, the counselors will assist students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

#### **Minimum Qualifications & Skills Required Eligibility Requirements:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

#### **Preferred:**

Subject area certification

#### **Skills, Knowledge, & Abilities Required\*\*:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job may include: applying assessment instruments and interpreting test results, providing training for professional development as needed, preparing and maintaining accurate records, planning and managing projects, and using software applications. Communication skills will be demonstrated by articulate speech; using vocabulary appropriate to tasks and student abilities; writing with appropriate grammar, spelling, and structure; and by communicating effectively with students, parents, and all school personnel.

KNOWLEDGE is required to review, and interpret technical information and analyze situations to define issues, and draw conclusions. Knowledge and understanding of child development and the unique needs and characteristics of the career and technical school student is required as well as understanding of counseling principles, programs, and services available. Knowledge is required for the administration of computer and paper based assessments and to provide appropriate feedback to students, parents, and school staff.

ABILITY is required to read, interpret, and follow Federal and Florida State Statutes, State Board Rules, Code of Ethics, School Board policies, and policies unique to the school. Ability is needed to schedule a significant number of activities, meetings, and/or events; to gather, collate, analyze, and classify data; to create and complete action plans; and use basic, job-related equipment, and software. Problem solving ability is required to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Flexibility is required to independently work with others in a wide variety of circumstances, communicating with diverse groups, maintaining sensitivity and confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

#### **Principal Performance Responsibilities (Essential Functions\*\*):**

##### **Planning/Preparation**

- Develop counseling services and establish priorities through short and long range plans based on developmental needs of students, needs assessments, and school, district, and state priorities.
- Communicate goals and services of the counseling programs to school administration, staff, students, parents, and community.

##### **Administrative/Management**

- Review, evaluate, and select a variety of materials to support a well-balanced counseling program.



- Establish, implement, coordinate, and monitor effective school-wide counseling services and activities.
- Establish and follow procedures for appropriate intervention in accordance with school, district, state, and district guidelines.
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies.
- Use technology resources effectively and assist in the maintenance of the automated student data systems.
- Provide input in the development of curriculum and the master schedule.
- Coordinate dual enrollment, advanced placement, and early admissions programs.
- Assist in the orientation of new faculty/staff members as needed.
- Coordinate all award presentations, graduation activities, verifying that graduation requirements have been met.
- Assist in the management and dissemination of the Emergency Health Care Plans to all appropriate school personnel.
- Maintain Council on Occupational Education accreditation, DOE Matrix, Pell Grant, Veterans' Benefits, and FTE documentation data for audits and other reports.
- Determine annual cost of attendance for all programs and coordinate billing procedures for tuition and student expenses to various funding agencies.
- Coordinate the completion of required annual surveys and reports.
- Maintain and advertise the publications of program offerings available at Locklin Vo-Tech.
- Process return of the Title IV funds when a student withdraws.

### **Assessment/Evaluation**

- Provide assistance in the screening, referral, identification, and placement of students with special needs.
- Assess students using the Multi Tier Support System (MTSS—formerly known as RTI) and provide assistance.
- Monitor the 504 Plan process, including involving parents and school personnel, creating Plans, and maintaining compliance.
- Explain the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations to appropriate individuals.
- Coordinate, train, and administer a variety of standardized tests, maintain security, and interpret test results to parents, students, and school staff.
- Evaluate the overall guidance program including the completion of annual calendar of counseling activities and submission of an action plan with actions completed.
- Assess the availability of federal and state funds and process/authorize the student disbursements, e.g. Pell Grants.

### **Intervention/Direct Services**

- Provide personal/social, behavioral, and academic counseling activities including individual and/or group as needed to promote student success.
- Recognize the special needs of individuals and families and make appropriate recommendations including appropriate referrals (i.e. homeless, CDAC, TAPP, Lakeview, etc.).
- Recognize the overt indicators of student distress or abuse and take stipulated intervention, referral, or reporting action.
- Provide crisis intervention including follow-up services as appropriate.
- Provide intervention for at-risk students and those with special learning and behavioral needs including making appropriate referrals, e.g. attendance.
- Recruit students for career and technical education (CTE) programs.
- Assist students with appropriate CTE programs, the selection of classes (including management of online courses), credit recovery, and graduation options.
- Promote student involvement in college information programs and events, e.g. College Fair.
- Provide information, counseling, and assistance in the areas of career exploration, employment opportunities, further education and college selection, college entrance exams, financial aid, and scholarships including Bright Futures and other funding sources.
- Assist students in their transition to and from feeder schools and out of district schools.
- Assist students and parents in scheduling teacher conferences and serve as a mediator and/or advisor.

### **Collaboration**

- Consult effectively with students, parents, teachers, and other school staff to assist students toward success, providing a supportive and confidential atmosphere.

- Serve as advocate for students.
- Establish an effective working relationship with district and outside services and make appropriate referrals for psychological, social work, health, and community services.
- Participate in multidisciplinary conferences concerning individual cases of special need related to the mental health, physical, and/or academic needs.
- Organize and/or support community service projects.
- Collaborate with other professionals regarding student records and information.

#### **Staff Development**

- Provide information and in-service for CTE teachers, administrators, and other school staff regarding post-secondary and community education issues.
- Initiate and engage in continuing professional growth through in-service, classes, meetings, conferences, and individual study.
- Complete the Professional Development Plan and keep abreast of recent developments in school counseling, career, postsecondary, and community education issues.

#### **Professional Responsibilities**

- Model professional and ethical standards consistent with Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida when dealing with students, peers, parents, and community.
- Prepare and maintain all required reports and records meeting established deadlines.
- Identify student/school issues; facilitate and follow established procedures.
- Attend and participate in faculty meetings.
- Accept responsibility for extracurricular activities.
- Perform other tasks and responsibilities as assigned by the principal.

#### **Student Growth/Achievement**

- Review student records and other indicators as deemed appropriate by the district guidelines to evaluate student needs, e.g. student attendance.
- Monitor the students' growth through the MTSS process and provide assistance when needed.
- Monitor student progress in achieving Occupational Completion Points, Industry Certifications and academic success.

#### **Supervision Received:**

Supervisor/s – School Administration

#### **Supervision Exercised:**

Educational Support as assigned

#### **Physical Demands:**

~~Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. The employee may occasionally push or lift up to 25 pounds.~~ While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

#### **Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

#### **\*\*Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County

## Job Description

Guidance Certified School Counselor, High

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20010 (6-12), 20011 (7-12), 20012 (9-12), 20015 (Drop Out Prev/Adult), 20041 (Virtual School)</b>

### **Job Goal:**

The goal for the counseling program is to assist students in their learning, providing academic, personal and social, career development, and community involvement counseling. In addition, the counselors will assist students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

### **Minimum Qualifications & Skills Required Eligibility Requirements:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

### **Preferred:**

Subject area certification

### **Skills, Knowledge, & Abilities Required\*\*:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job may include: applying assessment instruments and interpreting test results, providing training for professional development as needed, preparing and maintaining accurate records, planning and managing projects, and using software applications. Communication skills will be demonstrated by articulate speech; using vocabulary appropriate to tasks and student abilities; writing with appropriate grammar, spelling, and structure; and by communicating effectively with students, parents, and all school personnel.

KNOWLEDGE is required to review and interpret technical information and analyze situations to define issues and draw conclusions. Knowledge and understanding of child development and the unique needs and characteristics of the high school student is required as well as understanding of counseling principles, programs, and services available. Knowledge is required for the administration of computer and paper based assessments and to provide appropriate feedback to students, parents, and school staff.

ABILITY is required to read, interpret, and follow Federal and Florida State Statutes, State Board Rules, Code of Ethics, School Board policies, and policies unique to the school. Ability is needed to schedule a significant number of activities, meetings, and/or events; to gather, collate, analyze, and classify data; to create and complete action plans; and use basic, job-related equipment, and software. Problem solving ability is required to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Flexibility is required to independently work with others in a wide variety of circumstances, communicating with diverse groups, maintaining sensitivity and confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

## **Principal Performance Responsibilities (Essential Functions\*\*):**

### **Planning/Preparation**

- Develop counseling services and establish priorities through short and long range plans based on developmental needs of students, needs assessments, and school, district, and state priorities.
- Communicate goals and services of the counseling programs to school administration, staff, students, parents, and community.

### **Administrative/Management**

- Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
- Establish, implement, coordinate, and monitor effective school-wide counseling services and activities.
- Establish and follow procedures for appropriate intervention in accordance with school, district, state, and district guidelines.
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies.
- Use technology resources effectively and assist in the maintenance of the automated student data systems.
- Provide input in the development of curriculum and the master schedule.
- Coordinate dual enrollment, advanced placement, and early admissions programs.
- Assist in the orientation of new faculty/staff members as needed.
- Coordinate award presentations, graduation activities, verifying that graduation requirements have been met.
- Assist in the management and dissemination of the Emergency Health Care Plans to all appropriate school personnel.

### **Assessment/Evaluation**

- Provide assistance in the screening, referral, identification, and placement of students with special needs.
- Assess students using the Multi Tier Support System (MTSS—formerly known as RTI) and provide assistance.
- Monitor the 504 Plan process, including involving parents and school personnel, creating Plans, and maintaining compliance.
- Explain the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations to appropriate individuals.
- Coordinate, train, and administer a variety of standardized tests, maintain security, and interpret test results to parents, students, and school staff.
- Evaluate the overall guidance program including the completion of annual calendar of counseling activities and submission of an action plan with actions completed.

### **Intervention/Direct Services**

- Provide personal/social, behavioral, and academic counseling activities including individual and/or group as needed to promote student success.
- Recognize the special needs of individuals and families and make appropriate recommendations including appropriate referrals (i.e. homeless, CDAC, TAPP, Lakeview, etc.).
- Recognize the overt indicators of student distress or abuse and take stipulated intervention, referral, or reporting action.
- Provide crisis intervention including follow-up services as appropriate.
- Provide intervention for at-risk students and those with special learning and behavioral needs including making appropriate referrals, e.g. attendance.
- Assist students in the selection of classes (including management of online courses), credit recovery, and graduation options.
- Promote student involvement in college information programs and events, e.g. College Fair.
- Provide information and counseling in the areas of career exploration, employment opportunities, further education and college selection, college entrance exams, financial aid, and scholarships including Bright Futures.
- Assist students in their transition to and from feeder schools and out of district schools.
- Assist students and parents in scheduling teacher conferences and serve as a mediator and/or advisor.

## **Collaboration**

- Consult effectively with students, parents, teachers, and other school staff to assist students toward success, providing a supportive and confidential atmosphere.
- Serve as advocate for students.
- Establish an effective working relationship with district and outside services and make appropriate referrals for psychological, social work, health, and community services.
- Participate in multidisciplinary conferences concerning individual cases of special need related to the mental health, physical, and/or academic needs.
- Organize and/or support community service projects.
- Collaborate with other professionals regarding student records and information.

## **Staff Development**

- Provide information and/or in-service for teachers, administrators, and other school staff.
- Initiate and engage in continuing professional growth through in-service, classes, and individual study.
- Complete the Professional Development Plan and keep abreast of recent developments in school counseling.

## **Professional Responsibilities**

- Model professional and ethical standards consistent with Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida when dealing with students, peers, parents, and community.
- Prepare and maintain all required reports and records meeting established deadlines.
- Identify student/school issues; facilitate and follow established procedures.
- Attend and participate in faculty meetings.
- Accept responsibility for extracurricular activities.
- Perform other tasks and responsibilities as assigned by the principal.

## **Student Growth/Achievement**

- Review student records and other indicators as deemed appropriate by the district guidelines to evaluate student needs.
- Monitor the students' growth through the MTSS process and provide assistance when needed.

## **Supervision Received:**

Supervisor/s – School Administration

## **Supervision Exercised:**

Educational Support as assigned

## **Physical Demands:**

~~Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects.~~ The employee may occasionally push or lift up to 25 pounds. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

## **Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

## **\*\*Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, knowledge, abilities, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Guidance Certified School Counselor, Virtual

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20010 (6-12), 20011 (7-12), 20012 (9-12), <del>20015 (Drop Out Prev/Adult)</del>, 20041 (Virtual School)</b>

**Job Goal:**

The goal for the counseling program is to assist students in their learning, providing academic, personal and social, career development, and community involvement counseling. In addition, the counselors will assist students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

**Minimum Qualifications & Skills Required Eligibility Requirements:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

**Preferred:**

Subject area certification

**Skills, Knowledge, & Abilities Required\*\*:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job may include: applying assessment instruments and interpreting test results, preparing and maintaining accurate records, planning and managing projects, and using software applications. Professional communication skills used with students, parents, and all school personnel will be demonstrated by the use of articulate speech including vocabulary appropriate to tasks as well as writing that includes appropriate grammar, spelling, and sentence structure.

KNOWLEDGE is required to review and interpret technical information and analyze situations to define issues and draw conclusions. Knowledge and understanding of child development and the unique needs and characteristics of virtual school students is required as well as understanding of counseling principles, programs, and services available. In addition, specific knowledge is required for the administration of computer and paper based assessments.

ABILITY is required to read, interpret, and follow Federal and Florida State Statutes, State Board Rules, Code of Ethics, School Board policies, and policies unique to the school. Ability is needed to schedule a significant number of activities, meetings, and/or events; to gather, collate, analyze, and classify data; to create and complete action plans; and use basic, job-related equipment, and software. Problem solving ability is required to counsel and assist students and parents in the resolution of problems in student learning and mental health. Flexibility is required to independently work with others in a wide variety of circumstances, communicating with diverse groups, maintaining sensitivity and confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

## **Principal Performance Responsibilities (Essential Functions\*\*):**

### **Planning/Preparation**

- Develop counseling services and establish priorities through short and long range plans based on developmental needs of students and school, district, and state priorities.
- Communicate goals and services of the counseling program to students, parents, and the community.

### **Administrative/Management**

- Establish and follow procedures for appropriate intervention in accordance with school, district, state, and district guidelines.
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies.
- Use technology resources effectively and assist in the maintenance of the automated student data systems.
- Coordinate dual enrollment and early admissions programs.
- Coordinate graduation activities, verifying that graduation requirements have been met.
- Manage academic integrity issues.

### **Assessment/Evaluation**

- Provide assistance in the screening, referral, identification, and placement of students with special needs.
- Assess students using the Multi Tier Support System (MTSS—formerly known as RTI) and provide assistance.
- Monitor the 504 Plan process, including involving parents and school personnel, creating plans, and maintaining compliance.
- Explain the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations to appropriate individuals.
- Coordinate and administer a variety of standardized tests, maintain security, and interpret test results to parents and students.
- Coordinate Advanced Placement testing with appropriate personnel at brick and mortar schools.
- Coordinate standardized testing for the Florida Virtual Full-Time program.

### **Intervention/Direct Services**

- Provide personal/social and academic counseling activities to promote student success.
- Recognize the special needs of individuals and families and make appropriate recommendations including appropriate referrals (i.e. homeless, CDAC, TAPP, Lakeview, etc.).
- Recognize the overt indicators of student distress or abuse and take stipulated intervention, referral, or reporting action.
- Provide crisis intervention including follow-up services as appropriate.
- Provide intervention for at-risk students and those with special learning and behavioral needs including making appropriate referrals.
- Assist students in the selection of classes, credit recovery, and graduation options.
- Promote student involvement in college information programs and events, e.g. College Fair.
- Provide information and counseling in the areas of career exploration, employment opportunities, further education and college selection, college entrance exams, financial aid, and scholarships including Bright Futures.
- Assist students in their transition to and from brick and mortar feeder schools as well as out of district schools.

### **Collaboration**

- Consult effectively with students and parents, providing a supportive and confidential atmosphere.
- Serve as advocate for students.
- Establish an effective working relationship with district personnel as well as representatives of outside services and make appropriate referrals for psychological, social work, health, and community services.
- Participate in multidisciplinary conferences concerning individual cases of special needs.
- Collaborate with other professionals regarding student records and information.

### **Staff Development**

- Initiate and engage in continuing professional growth through in-service workshops, classes, and individual study.
- Complete the Professional Development Plan and keep abreast of recent developments in school counseling.

**Professional Responsibilities**

- Model professional and ethical standards consistent with Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida when dealing with students, peers, parents, and the community.
- Prepare and maintain all required reports and records, meeting established deadlines.
- Identify student/school issues; facilitate and follow established procedures.
- Attend and participate in all faculty meetings.
- Perform other tasks and responsibilities as assigned by the principal.

**Student Growth/Achievement**

- Review student records and other indicators as deemed appropriate by the district guidelines to evaluate student needs.
- Monitor the students' growth through the MTSS process and provide assistance when needed.
- Monitor grace period deadlines and overall student progress in online courses.

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

Educational Support as assigned

**Physical Demands:**

~~Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects.~~ The employee may occasionally push or lift up to 25 pounds. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**\*\*Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, knowledge, abilities, efforts, duties, and responsibilities or working conditions associated with the position.



**School District of Santa Rosa County  
Job Description**

Guidance Certified School Counselor, Adult/High

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20010 (6-12), 20011 (7-12), 20012 (9-12), 20015 (Drop Out Prev/Adult), <del>20044</del> (Virtual School)</b>

**Job Goal:**

**The goal for the counseling program is to assist students in their learning, providing academic, personal and social, career development, and community involvement counseling. In addition, the counselors will assist students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.**

**Minimum Qualifications & Skills Required Eligibility Requirements:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certification in guidance and counseling

**Preferred:**

Subject area certification

**Skills, Knowledge, & Abilities Required\*\*:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job may include: applying assessment instruments and interpreting test results, providing training for professional development as needed, preparing and maintaining accurate records, planning and managing projects, and using software applications. Communication skills will be demonstrated by articulate speech; using vocabulary appropriate to tasks and student abilities; writing with appropriate grammar, spelling, and structure; and by communicating effectively with students, parents, and all school personnel.

KNOWLEDGE is required to review and interpret technical information and analyze situations to define issues and draw conclusions. Knowledge and understanding of child development and the unique needs and characteristics of the adult and high school student is required as well as understanding of counseling principles, programs, and services available. Knowledge is required for the administration of computer and paper based assessments and to provide appropriate feedback to students, parents, and school staff.

ABILITY is required to read, interpret, and follow Federal and Florida State Statutes, State Board Rules, Code of Ethics, School Board policies, and policies unique to the school. Ability is needed to schedule a significant number of activities, meetings, and/or events; to gather, collate, analyze, and classify data; to create and complete action plans; and use basic, job-related equipment, and software. Problem solving ability is required to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Flexibility is required to independently work with others in a wide variety of circumstances, communicating with diverse groups, maintaining sensitivity and confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

**Principal Performance Responsibilities (Essential Functions\*\*):**

**Planning/Preparation**

- Develop counseling services and establish priorities through short and long range plans based on developmental needs of students, needs assessments, and school, district, and state priorities.
- Communicate goals and services of the counseling programs to school administration, staff, students, parents, and community.

## **Administrative/Management**

- Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
- Establish, implement, coordinate, and monitor effective school-wide counseling services and activities.
- Establish and follow procedures for appropriate intervention in accordance with school, district, state, and district guidelines.
- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies.
- Use technology resources effectively and assist in the maintenance of the automated student data systems.
- Provide input in the development of curriculum and the master schedule.
- Coordinate dual enrollment, advanced placement, and early admissions programs.
- Assist in the interview process and orientation of new faculty/staff members as needed.
- Coordinate award presentations, graduation activities, verifying that graduation requirements have been met.
- Assist in the management and dissemination of the Emergency Health Care Plans to all appropriate school personnel.
- Develop and maintain site-specific database for high school and adult programs for data collection purposes.
- Manage, implement, and train faculty regarding Santa Rosa Adult School (SRAS) safety program and routine inspections.
- Manage routine maintenance activities for the school to ensure proper school functioning.
- Coordinate transportation services at the assigned school.
- Participate in the financial planning, budgeting process, and disbursement of funds for the school, including securing supplies, materials, equipment, and services.
- Interpret and make recommendations for yearly changes to the District's Pupil Progression Plan and Code of Student Conduct.
- Develop, implement, and manage high school, adult high school, Adult Basic Education (ABE), GED® preparatory, and online curriculum.
- Fulfill all duties as the Dean (refer to the High School Dean of Students for a complete job description).

## **Assessment/Evaluation**

- Provide assistance in the screening, referral, identification, and placement of students with special needs.
- Assess students using the Multi Tier Support System (MTSS—formerly known as RTI) and provide assistance.
- Monitor the 504 Plan process, including involving parents and school personnel, creating Plans, and maintaining compliance.
- Explain the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations to appropriate individuals.
- Coordinate, train, and administer a variety of standardized tests, maintain security, and interpret test results to parents, students, and school staff.
- Evaluate the overall guidance program including the completion of annual calendar of counseling activities and submission of an action plan with actions completed.

## **Intervention/Direct Services**

- Provide personal/social, behavioral, and academic counseling activities including individual and/or group as needed to promote student success.
- Recognize the special needs of individuals and families and make appropriate recommendations including appropriate referrals (i.e. homeless, CDAC, TAPP, Lakeview, etc.).
- Recognize the overt indicators of student distress or abuse and take stipulated intervention, referral, or reporting action.
- Provide crisis intervention including follow-up services as appropriate.
- Provide intervention for at-risk students and those with special learning and behavioral needs including making appropriate referrals, e.g. attendance.
- Assist students in the selection of classes (including management of online courses), credit recovery, and graduation options.
- Promote student involvement in post secondary and college information programs and events, e.g. College Fair.
- Provide information and counseling in the areas of career exploration, employment opportunities, further education and college selection, college entrance exams, financial aid, and scholarships including Bright Futures.
- Assist students in their transition to and from feeder schools and out of district schools.
- Assist students and parents in scheduling teacher conferences and serve as a mediator and/or advisor.

## **Collaboration**

- Consult effectively with students, parents, teachers, and other school staff to assist students toward success, providing a supportive, confidential, and supportive atmosphere.
- Serve as advocate for students.
- Establish an effective working relationship with district and outside services and make appropriate referrals for psychological, social work, health, and community services.
- Participate in multidisciplinary conferences concerning individual cases of special need related to the mental health, physical, and/or academic needs.
- Organize and/or support community service projects.
- Collaborate with other professionals regarding student records and information.

## **Staff Development**

- Train and provide support for teachers and staff, e.g. district and internal software/information systems.
- Initiate and engage in continuing professional growth through in-service, classes, and individual study.
- Complete the Professional Development Plan and keep abreast of recent developments in school counseling.
- Participate in district textbook adoption/selection process and related workshops.

## **Professional Responsibilities**

- Model professional and ethical standards consistent with Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida when dealing with students, peers, parents, and community.
- Prepare and maintain all required reports and records meeting established deadlines.
- Identify student/school issues; facilitate and follow established procedures.
- Attend and participate in faculty meetings.
- Accept responsibility for extracurricular activities.
- Perform other tasks and responsibilities as assigned by the principal.

## **Student Growth/Achievement**

- Review student records and other indicators as deemed appropriate by the district guidelines to evaluate student needs.
- Monitor the students' growth through the MTSS process and provide assistance when needed.

## **Supervision Received:**

Supervisor/s – School Administration

## **Supervision Exercised:**

Educational Support as assigned

- Acting Asst. Principal – One Certified School Counselor at SRHS/AS is assigned to be the Acting Assistant Principal due to no Asst. Principals assigned to this school. This counselor receives a stipend for that position. In the absence of both the Principal and the assigned Acting Asst. Principal/Certified School Counselor, the other Certified School Counselor assumes that responsibility.

## **Physical Demands:**

~~Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects.~~ The employee may occasionally push or lift up to 25 pounds. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

## **Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

## **\*\*Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, knowledge, abilities, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

Dean of Students, Middle and High

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 23050, 23060</b>

## **Principal Duties and Responsibilities (Essential Functions\*\*):**

- Manages student supervision issues and enforces school behavioral expectations.
- Must be knowledgeable of Santa Rosa County School Board Policies regarding safety and discipline, knowledgeable of the Santa Rosa County Code of Student Conduct and the School Handbook. Must enforce policies/rules both fairly and consistently.
- Counsels students and parents concerning school and district policies.
- Assists staff and parents in developing student behavioral expectations.
- Assists in the planning, development and implementation of individual student behavior plans.
- Serves as a resource to staff in dealing with classroom management issues.
- Assists in developing/implementing programs to promote positive student behavior, multi-tiered support systems, as well as intervention/prevention strategies.
- Coordinates alternative education placement for students.
- Coordinates with staff and administration the development of the school's discipline plan/hierarchy.
- Maintains and periodically reviews student discipline records.
- Periodically reviews student attendance records and academic records.
- Encourages and facilitates meaningful and effective parent-teacher communication; and commands respect by example in appearance, manners, behavior and language.
- Participates in Professional Development activities that are germane to the position (SMART, 3270, Crisis Prevention Intervention (CPI)).
- Maintains confidentiality in all issues that require their involvement.
- Promotes the welfare of students, faculty and staff; and sets high expectations and articulates them to all stakeholders.
- Facilitates cooperation among all stakeholders (administrators, teachers, parents, students) in the appropriate handling of student discipline issues.
- Has the ability to function independently and make sound educational decisions.
- Assist in the development of the school crisis plan and is an integral part of the plan.
- Will become an active member of the school leadership team.

## **Supervision Received:**

Supervisor/s – School Administration

## **Supervision Exercised:**

Educational Support as assigned

## **Minimum Qualifications & Skills Required:**

1. Currently hold or eligible for Florida teaching certificate
2. Four years of successful experience in public school education
3. Currently hold or working toward Master's Degree from an accredited educational institution
4. Currently hold or working toward Florida certificate in Educational Leadership or Administration and Supervision
5. Evening/night/weekend work required
6. Deals with confidential information and/or issues using discretion and judgment

## **Preferred:**

Enrollment in or successful completion of the Potential School Leaders training program

## **Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Dean of Students, Elementary**

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 23046 (K-6), 23045 (K-5)</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Coordinate with administration and staff in the development of the school's discipline plan
- Manage and enforce school behavioral expectations
- Facilitate cooperation among all stakeholders (administration, teachers, parents, students) in the appropriate handling of student disciplinary issues
- Maintain and periodically review student disciplinary records
- Serve as a resource to staff in dealing with classroom management issues and recommend curricular and classroom adjustments to meet the special learning needs of individual students
- Supervise students in order to maintain a safe and orderly environment
- Assist the Principal in promoting the welfare of all students and staff and in maintaining a clean and safe school facility. May enter work orders as needed.
- Assist the Principal in coordinating all aspects of the elementary curriculum
- Assist teachers in interpreting and implementing the District's curriculum
- Participate in proposed and ongoing curriculum development projects
- Assist the Principal in planning and carrying out staff and parent curriculum meetings
- Serve as a member of the school's integrated services team
- Assist the Principal in creating and adjusting the school master schedule and duty schedules
- Establish and maintain a system of school-wide textbook accountability
- Schedule and plan inservice programs as directed by the Principal and prepare required reports
- Assist the Principal in maintaining accurate inventory records
- Assist the Principal in grade placement and grouping of students
- Assist the Principal in planning and implementing the school improvement program
- Prepare such records and reports as the Principal may assign
- Complete special assignments assigned by the Principal
- Assume building responsibility in the absence of the Principal
- Participate in professional development activities appropriate for the position
- Assist in the supervision of all school activities and programs
- Maintain high visibility within all areas of the facility
- Perform other tasks consistent with the goals and objectives of this position

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

Educational Support as assigned

**Minimum Qualifications & Skills Required:**

1. Currently hold or eligible for Florida teaching certificate
2. Four years of successful experience in public school education
3. Currently hold or working toward Master's Degree from an accredited educational institution
4. Currently hold or working toward Florida certificate in Educational Leadership or Administration and Supervision
5. Deals with confidential information and/or issues using discretion and judgment

**Preferred:**

Enrollment in or successful completion of the Potential School Leaders training program

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Elementary Teacher

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 21010, 21020, 21030, 21040, 21050, 21060, 21070, 21061, 21062, 21063, 21071, 21072, 21073, 21101, 21081, 21091, 21021, 21102, 21092, 21082, 21022, 21103, 21093, 21083, 21023, 21104, 21084, 21094, 20124</b>

**Principal Duties and Responsibilities (Essential Functions\*\*):**

- Meets and instructs assigned classes in the locations and at the times designated. If required to work at more than one location, must provide their own reasonable means of transportation.
- Develops, manages and maintains a classroom environment conducive to effective learning.
- Prepares for classes assigned and presents documented evidence of preparation upon request of immediate supervisor.
- Encourages students to set and maintain appropriate standards of classroom behavior.
- Employs a variety of instructional techniques, methods and materials which are appropriate to the needs and capabilities of the students, and are consistent to the assigned teaching responsibility.
- Implements the school's and district's philosophy of education and instructional goals and objectives.
- Evaluates students' progress as required by the school district.
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations.
- Assists in upholding and enforcing administrative regulations and applicable policies, regulations and procedures.
- Confers with students and parents when required or reasonably requested to do so.
- Attends and participates in faculty meetings.
- Cooperates with other staff members in planning and implementing instructional goals, objectives, methods and programs.
- Provides for appropriate supervision of students.
- Assists in the selection, proper usage, and security of appropriate instructional media and materials.
- Accepts responsibility for co-curricular activities as assigned.
- Establishes and maintains cooperative relations with students, faculty, staff, and parents.
- Performs other tasks and/or responsibilities as assigned by the principal.
- Observes and monitors student behavior in classroom, school grounds, and excursions outside of classroom.
- Reads and evaluates student assignments.
- Responds to student, faculty and parental inquiries.
- Plans, organizes and communicates instructional curriculum.
- Assumes the responsibility to maintain a valid Florida teacher's certificate.

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate or appropriate license

**Preferred:**

1. Highly Qualified
2. ESE Certification K-12



**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County**  
**JOB DESCRIPTION**  
**TEACHER – Exceptional Student Education (ESE)**

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: Exceptional Student Education (ESE)</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 21140, 25230, 25231, 25205, 25206, 25207, 25208, 25611, 25612, 25615, 25613, 25614, 25066, 25616, 25056, 25020, 25041, 25300, 25301, 25302, 25303, 25304, 25617</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Collaborates with other teachers in full inclusion classrooms, instructional staff, other school personnel, parents and a variety of community agencies and accommodates, for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans that support of the school improvement plan.
- Collaborates with other teachers in full inclusion classrooms non-instructional staff to administer subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Provides instruction to students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Assesses student progress towards objectives, expectations, and/or goals (e.g. behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) for the purpose of providing feedback to students, parents and administration.
- Monitors and manages student behavior, reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of providing and maintaining personal safety of students, providing a safe, positive learning environment and adhering to state and federal laws and school board policies.
- Participates in a variety of meetings, including Individual Education Plan (IEP) for the purpose of conveying and/or gathering information required to promote students' educational, physical, and social/emotional development.
- Prepares a variety of written materials (e.g. adaptive materials, grades, attendance, anecdotal records, Individual Education Plans, behavior logs, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Responds to emergency situations, if nurse is not available, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) to resolve immediate safety concerns and/or directing to appropriate personnel for resolution, for the purpose of providing appropriate care for children as assigned
- Directs para-professionals for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Supervision Received:**  
ESE Director

Coordinator of ESE Programs and Compliance  
School Administration

**Supervision Exercised:**

Paraprofessionals as assigned

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate or appropriate license

**Preferred:**

1. Highly Qualified
2. ESE Certification K-12

**Physical Demands:**

1. Exerting up to 20 lbs. of force occasionally and/or carry, lift or move students or equipment weighing up to 50 lbs, waist high.
2. Possess sensory skills to effectively communicate with others as normally defined by the ability to see, read, talk or hear
3. Ability to sit for extended time periods and use hands and fingers for manual dexterity
4. Ability to handle or feel equipment or lift/carry students
5. Ability to be physically mobile as normally defined by the ability to stand for extended time periods, walk, reach with arms and hands, climb or balance, and to bend at waist height, squat down on the balls of the feet, rest on knees, or move along slowly on hands and knees

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Teacher on Special Assignment for Flight Adventure Deck**

<b>Reports to:</b> Director of Elementary Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum & Instruction	<b>Prepared by:</b> Human Resources
<b>Date:</b> March 13, 2014	<b>Evaluation Code:</b> 20301

**Principal Duties and Responsibilities (Essential Functions):**

- To design, develop, instruct and evaluate the impact of lessons in complex aviation and aerospace concepts for elementary and middle school students in a hands-on, interactive environment located at NAS ~~Whiting~~ FieldPensacola.
- Instructs aviation and aerospace classes in a team teaching environment.
- Schedules and facilitates tours for students of NAS activities.
- Facilitates the development and modification of curriculum for ~~Starbase-Atlantis~~ Flight Adventure Deck.
- Assists the Director in the overall implementation, monitoring, and evaluation of the ~~Starbase-Atlantis~~ Flight Adventure Deck program.
- Identifies, analyzes, and proposes solutions for problems encountered in the ~~Starbase-Atlantis~~ Flight Adventure Deck program.
- Serves as liaison between ~~Starbase-Atlantis~~ Flight Adventure Deck and Santa Rosa School District.
- Organizes, plans, implements, and provides inservice activities for teachers who attend ~~Starbase-Atlantis~~ Flight Adventure Deck.
- Performs related duties as required.

**Supervision Received:**

~~Director of Elementary Schools~~ Coordinator of Math and Science

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher in Elementary Education, Mathematics, Physical Science, and/or Physics from an accredited institution.
2. Currently hold or eligible for Florida teaching certificate in: Elementary Education, Middle Grades Science, Mathematics or Integrated; or Physics (6-12).
3. Five (5) years of teaching experience in elementary school/intermediate level, or in math or science at middle school level, or math or physics at high school level.

**Preferred:**

Previous experience with: Program planning and development, administration of budget, and program evaluation.

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Activities occur inside and outside; subject to indoor and outdoor environmental conditions.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Teacher on Special Assignment for Inservice Professional Development Specialist

<b>Reports to: Director, Inservice &amp; Instructional Technology</b>	<b>FLSA Status: Exempt</b>
<b>Department: Inservice &amp; Instructional Technology</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20092</b>

### **Principal Duties and Responsibilities (Essential Functions):**

- ~~• Troubleshoots hardware, software and network problems (Apple/Macintosh, DOS platform) related to operational tests~~
- ~~• Assists schools in preparing hardware and application software specifications~~
- ~~• Installs software upgrades as per design requirements~~
- ~~• Assists with the maintenance of test site hardware/software~~
- Serves as liaison between operational test site teachers and support personnel for vendors/co-developers to troubleshoot hardware/software application problems
- Provides training/inservice for operational tests: Britannica Online, Co-Learning, Internet, First Level Learning Support System, TYCHO, Project TREE, CIA Proof of Concept-Developing Math Power 2 (DMP2), Full Option Sciences System (FOSS)
- Provides individual support to operational test site teachers
- Assists with the documentation of operational tests; provide feedback as per directed
- Attends designated state/local meetings in order to provide expertise regarding ~~the connectivity for the local area network (LAN) and wide area network (WAN)~~ professional development protocol standards
- ~~• Operate and set up micro computers, pick up and move computer equipment weighing 35 pounds~~
- Responds to student, faculty, parental and community inquiries
- Assumes the responsibility to maintain a valid Florida teacher's certificate
- Participates in activities for continued professional growth
- Performs other tasks and/or responsibilities as assigned
- ~~• Provides own method of transportation to various locations when required~~
- ~~• Assists Director to support the Professional Development System, Master Inservice Plan, and Professional Growth System~~
- ~~• Assists with training for teacher leader groups such as inservice representatives, lesson study facilitators, data teams and PLC facilitators~~

### **Supervision Received:**

Director, Inservice & Instructional Technology

### **Supervision Exercised:**

N/A

### **Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate in any certification area
3. Five years' experience in public school education
4. Experience working with both Apple/Macintosh and DOS (Interlink/Inserve) platforms
5. Knowledge of Microsoft Access preferred
6. Previous involvement with operational tests being conducted within Santa Rosa County

**Preferred:**

N/A

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Inside office and outside; must be able to sit or stand for long periods of time and lift up to 35 pounds.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Teacher on Special Assignment for Instructional Technology Trainer

<b>Reports to: Director, Inservice &amp; Instructional Technology</b>	<b>FLSA Status: Exempt</b>
<b>Department: Inservice &amp; Instructional Technology</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20302</b>

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

- Develops and provides inservice programs, including "Training the Trainer" models, for instructional and non-instructional personnel, as needs are identified
- ~~Operates and sets up microcomputers~~
- Installs software, hardware and upgrades as per design or program requirements
- Maintains an environment conducive to learning
- Troubleshoots hardware, software and network problems, ~~(WFS, Windows 95, DOS and Macintosh platforms)~~ for training center equipment
- Visits work sites to provide consultation about technology issues
- Makes purchasing recommendations for hardware, software and upgrades
- Consults with and assists district personnel on technology issues as needed
- Assists with distance learning technologies and district level internet issues
- Assists director in evaluations to determine effectiveness of the Professional Development Center
- Assists director with third party training contracts, as needed
- Performs related duties as required
- Participates in activities for continued professional growth
- Provides own method of transportation to various locations when required
- Maintains district website
- Coordinates erate compliance and District Technology Plan, electronic communications, and policy updates

### **Supervision Received:**

Director, Inservice & Instructional Technology

### **Supervision Exercised:**

N/A

### **Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate in any instructional area
3. Five years teaching experience in the public school system
4. Minimum of two years' experience working with both Macintosh and PC operating systems
5. Knowledge of System Commander preferred

### **Preferred:**

N/A

### **Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Inside office and outside; must be able to sit or stand for long periods of time and lift up to 35 pounds.

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



**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Teacher on Special Assignment for Mathematics – Elementary**

<b>Reports to: Coordinator Math &amp; Science</b>	<b>FLSA Status: Exempt</b>
<b>Department: Math &amp; Science</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 21037</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Analyze district/school mathematics data in order to determine teacher professional development
- Develops and provides appropriate mathematics inservice activities
- ~~Supports instructional staff~~Instruct/support teachers and administrators in the implementation of the Common Core State Standards
- Provides support to enhance effectiveness of school-based mathematics teachers
- Visits school sites to verify understanding and implementation of Common Core Standards and assess school needs
- Coordinates district and school-based inservice activities in compliance with the district K-6 transition to the Common Core Standards.
- Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
- Assists the coordinator in evaluation of all related activities
- Collaborates in the development of the Mathematics resources
- Participates in activities for continued professional growth
- Provides own method of transportation to various locations when required
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
- Performs other related duties as required
- Assists the Coordinator of Math and Science in the implementation of the Common Core Standards for Mathematics

**Supervision Received:**

Coordinator Math & Science

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution or 3 years' experience as a teacher leader
2. Currently holds or eligible for Florida teaching certificate or appropriate license
3. Currently holds Elementary K-6 Certification

**Preferred:**

**Physical Demands:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Activities occur inside and outside; subject to indoor and outdoor environmental conditions.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Teacher on Special Assignment – Race To The Top

<b>Reports to: Director, Inservice &amp; Instructional Technology</b>	<b>FLSA Status: Exempt</b>
<b>Department: Inservice &amp; Instructional Technology</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20333</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Maintain proficiency in state RTTT protocol guidelines and requirements
- Maintain documentation and complete RTTT reports as needed
- Assist director with third party contracts
- Assist director with data analysis
- Coordinate school-based training programs for RTTT programs
- Coordinate and create online staff development programs
- Develop and provide inservice programs including “Train the Trainer” models for instructional and school related employees related to RTTT and projected follow-up needs
- Assist director with annual site-based needs assessment
- Assist director with annual evaluation to determine program effectiveness
- Participate in travel outside the school district for RTTT program meetings
- Participate in activities for continued professional growth; may include travel outside the district
- Provide own method of transportation to various locations when required
- Perform other related duties as required

**Supervision Received:**

Director, Inservice & Instructional Technology

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate within any instructional area
3. Five years of teaching experience in the public school system
4. Two years in delivering staff development or providing mentoring/coaching to teachers

**Preferred:**

N/A

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Inside office and outside; must be able to sit or stand for long periods of time and lift up to 35 pounds.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Teacher on Special Assignment for Mathematics – Secondary**

<b>Reports to: Coordinator Math &amp; Science</b>	<b>FLSA Status: Exempt</b>
<b>Department: Math &amp; Science</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 21038</b>

**Principal Duties and Responsibilities (Essential Functions\*\*):**

- ~~Analyze district/school mathematics data in order to determine teacher professional development~~
- Develops and provides appropriate mathematics inservice activities
- ~~Supports instructional staff and~~~~Instruct/support teachers and~~ administrators in the implementation of the Common Core State Standards
- Provides support to enhance effectiveness of school-based mathematics teachers
- Visits school sites to verify understanding and implementation of Common Core Standards and assess school needs
- Coordinates district and school-based inservice activities in compliance with the district 6-12 transition to the Common Core Standards.
- Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
- Assists the coordinator in evaluation of all related activities
- Collaborates in the development of the Mathematics resources
- Participates in activities for continued professional growth
- Provides own method of transportation to various locations when required
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
- Performs other related duties as required
- Assists the Coordinator of Math and Science in the implementation of the Common Core Standards for Mathematics

**Supervision Received:**

Coordinator Math & Science

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution or 3 years' experience as a teacher leader
2. Currently holds or eligible for Florida teaching certificate or appropriate license
3. Currently holds Middle Grades Mathematics 6-9 or Mathematics 6-12 Certification

**Preferred:**

N/A

**Physical Demands:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Activities occur inside and outside; subject to indoor and outdoor environmental conditions.

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Teacher on Special Assignment – Special Projects and  
Executive Director of Santa Rosa Educational Foundation

<b>Reports to: Assistant Superintendent/Curriculum &amp; Instruction</b>	<b>FLSA Status: Exempt</b>
<b>Department: Instructional Services</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 20332</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Coordinates dissemination of school board informational news
- Develops and submits grant proposals in an attempt to secure additional funding for special projects
- Coordinates Santa Rosa County's Teacher-of-the Year Program
- Serves as Executive Director of Santa Rosa Educational Foundation Program
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws and regulations to staff personnel and community
- Provides appropriate information to the superintendent, assistant superintendent, or other personnel
- Assists the superintendent, assistant superintendent, or staff members in organizational analysis and development
- Develops, recommends, and administers assigned department budget
- Recommends and directs committees as needed or assigned
- Assists in the planning and implementation of staff development programs
- Prepares appropriate administrative reports
- Communicates and works efficiently with staff members and school personnel
- Prepares and presents oral and written reports to the public and the school system
- Maintains official department files and records
- Keeps abreast, on a systematic basis, with new trends and publications
- Participates in appropriate activities for continued professional growth
- Provides own method of transportation when required to visit various locations
- Performs other duties as assigned
- Supervises appropriate office staff

**Supervision Received:**

Asst. Supt./Curriculum & Instruction

**Supervision Exercised:**

**Supervises additional staff as hired by the Santa Rosa Educational Foundation**  
**Supervises the selection of Teacher of the Year, Rookie of the Year, and Mini-Grants**

**Minimum Qualifications & Skills Required:**

1. Currently hold or eligible for Florida teaching certificate
2. Three years of teaching experience in public schools



**Preferred:**

Former Santa Rosa County Teacher of the Year or school level Teacher of the Year

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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

**Terms of Employment:****Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.