

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

Career and Technical Teacher (High/Adult/Career Specialist)

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| Reports to: School Principal | FLSA Status: Exempt |
| Department: School Based | Prepared by: Human Resources |
| Date: June 10, 2014 | Job Code: 23332, 23333, 23334, 23335, 23336 |

Principal Duties and Responsibilities (Essential Functions):

Planning and Instructional Design:

- Plans, organizes, and prepares for classes assigned and presents documented evidence of preparation upon request of immediate supervisor.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, rubrics, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Collaborates with the business and industry partners in the development of curriculum and assessments that align with the career preparatory program.
- Maintains current knowledge of industry standards and needs as they apply to the career cluster for their curriculum framework.

Learning Environment:

- Meets and instructs assigned classes in the locations and at the times designated. If required to work at more than one location, must provide his/her personal means of transportation.
- Provides for appropriate supervision of students and manages student behavior for the purpose of providing a safe and optimal learning environment.
- Counsels students regarding academic needs, health status, appropriate behavior, problem solving, personal goal setting needs, and a variety of other concerns for the purpose of improving social and academic performance.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, school grounds, hallways, restrooms, field trips, athletic events, etc.) for the purpose of providing a safe and positive learning environment.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.

Instructional Delivery and Facilitation:

- Employs a variety of instructional techniques, methods and materials which are differentiated and appropriate to the needs and capabilities of the students, and are consistent to the assigned teaching responsibility.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Prepares students for employment in the career and technical program area
- Facilitates applied learning that contributes to the academic knowledge, higher order reasoning and problem solving skills, work attitudes, general employability skills, technical skills and occupational specific skills and knowledge of the career cluster.
- Responds to student, faculty and parental inquiries for the purpose of achieving overall student, school and family success.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Assessment:

- Administers and develops subject specific formative/summative assessments for the purpose of assessing student competency levels and/or developing individual learning plans as required by the school district.
- 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.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Maintains up to date knowledge of industry certification assessments aligned to the career and technical training program.

Continuous Professional Improvement:

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Pursues professional growth opportunities that align with the needs of business and industry in preparing career ready students.
- Attends and participates in faculty meetings, subject area departmental meetings, collaborative planning activities, professional learning, and other school/personal growth opportunities for the purpose of improving student outcomes through personal improvement and school improvement.

Professional Responsibility and Ethical Conduct:

- Implements the school's and district's philosophy of education and instructional goals in order to align personal focus with school and district professional direction.
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations to ensure the accurate communication and collection of important district, school, and student information.
- Assists in upholding and enforcing administrative regulations and applicable policies, regulations and procedures.
- Participates in a variety of meetings (including but not limited to 504 Meetings, IEP meetings, departmental meetings, data team meetings, collaborative planning meetings) for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Adheres to emergency procedures and responds to emergency situations for the purpose of resolving immediate safety concerns.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Engages the community and business partners in the process of preparing a career ready student upon graduation.
- Accepts responsibility for collaborative teaching assignments, co-teaching and inclusion assignments, co-curricular activities, and other collaborative all day or partial day assignments for the purpose of meeting the needs of all learners including learners with disabilities/differences/other languages.
- Understands the importance of maintaining the respect and confidence of one's colleagues, students, school parents, and other members of the community; the teacher strives to achieve and sustain the highest degree of ethical conduct.
- Establishes and maintains cooperative relations with students, faculty, staff, and parents.
- Assumes the responsibility to maintain a valid Florida teacher's certificate.
- Performs other tasks and/or responsibilities as assigned by the principal.

Supervision Received:

Supervisor/s – 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. Holds an industry certification aligned with the career education 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**

Childcare Supervisor

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| Reports to: Community School Director | FLSA Status: Exempt |
| Department: Community School | Prepared by: Human Resources |
| Date: June 10, 2014 | Job Code: 20081 |

Principal Duties and Responsibilities (Essential Functions):

- Devises and establishes special programs to meet the needs of such groups as the physically handicapped, preschoolers, etc.
- Screen applicants for Caregiver positions and recommends appointments
- Supervises the collection of tuition fees
- Prepares and submits all program reports and evaluations
- Assists in formulating policy which is applicable to the respective programs
- Keeps abreast of professional developments in community education, before/after school childcare, staff training and development
- Prepares and recommends the site budget; oversees the acquisition of supplies
- Initiates cooperative agreements with various organizations to maximize program effectiveness
- Provides training and education to Caregivers or other appropriate personnel
- Coordinates various intergenerational and volunteer programs
- Implements the school's and district's philosophy of education and instructional goals and objectives
- Maintains accurate, complete and correct records as required by applicable laws, policies, procedures and regulations
- Assists in upholding and enforcing administrative procedures, regulations and applicable policies
- Attends and participates in faculty meetings
- Cooperates with other staff members in planning and implementing instructional goals, objectives, methods and programs
- Establishes and maintains cooperative relations with students, faculty, staff and parents
- Responds to student, faculty and parental inquiries
- Confers with students and parents when required or reasonable requested to do so
- Assumes the responsibility to maintain a valid Florida teaching certificate
- Performs other job-related duties assigned by the Community School Director
- Provides own method of transportation to various locations when required

Supervision Received:

Community School Director

Supervision Exercised:

Lead Caregivers and Caregivers

Minimum Qualifications & Skills Required:

1. Bachelor's Degree or higher from an accredited institution
2. Currently hold or eligible for a Florida teaching certificate in area specified in advertisement
3. Public school experience and a working knowledge of Community Education is preferred

Preferred:

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:

Ten Months

Conclusion:

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

Drop Out Prevention (High)/Adult Education Teacher

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|-------------------------------------|--|
| Reports to: School Principal | FLSA Status: Exempt |
| Department: School Based | Prepared by: Human Resources |
| Date: June 10, 2014 | Job Code: 23212, 23213, 23214, 23215, 23216, 23217, 24010 |

Principal Duties and Responsibilities (Essential Functions):

Planning and Instructional Design:

- Plans, organizes, and prepares for classes assigned and presents documented evidence of preparation upon request of immediate supervisor.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, rubrics, etc.) for the purpose of documenting student progress and meeting mandated requirements.

Learning Environment:

- Meets and instructs assigned classes in the locations and at the times designated. If required to work at more than one location, must provide his/her personal means of transportation.
- Provides for appropriate supervision of students and manages student behavior for the purpose of providing a safe and optimal learning environment.
- Counsels students regarding academic needs, health status, appropriate behavior, problem solving, personal goal setting needs, and a variety of other concerns for the purpose of improving social and academic performance.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, school grounds, hallways, restrooms, field trips, athletic events, etc.) for the purpose of providing a safe and positive learning environment.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.

Instructional Delivery and Facilitation:

- Employs a variety of instructional techniques, methods and materials which are differentiated and appropriate to the needs and capabilities of the students, and are consistent to the assigned teaching responsibility.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Responds to student, faculty and parental inquiries for the purpose of achieving overall student, school and family success.
- Utilizes alternative strategies, such as unique teaching techniques, learning activities, and assessment procedures.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Assessment:

- Administers and develops subject specific formative/summative assessments for the purpose of assessing student competency levels and/or developing individual learning plans as required by the school district.
- 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.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

Continuous Professional Improvement:

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Provide students and families with strategies and resources to continue increasing the number of students who graduate.

- Building and strengthening curriculums in order to prevent students from dropping out of school.
- Attends and participates in faculty meetings, subject area departmental meetings, collaborative planning activities, professional learning, and other school/personal growth opportunities for the purpose of improving student outcomes through personal improvement and school improvement.

Professional Responsibility and Ethical Conduct:

- Implements the school's and district's philosophy of education and instructional goals in order to align personal focus with school and district professional direction.
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations to ensure the accurate communication and collection of important district, school, and student information.
- Assists in upholding and enforcing administrative regulations and applicable policies, regulations and procedures.
- Participates in a variety of meetings (including but not limited to 504 Meetings, IEP meetings, departmental meetings, data team meetings, collaborative planning meetings) for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Adheres to emergency procedures and responds to emergency situations for the purpose of resolving immediate safety concerns.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Accepts responsibility for collaborative teaching assignments, co-teaching and inclusion assignments, co-curricular activities, and other collaborative all day or partial day assignments for the purpose of meeting the needs of all learners including learners with disabilities/differences/other languages.
- Understands the importance of maintaining the respect and confidence of one's colleagues, students, school parents, and other members of the community; the teacher strives to achieve and sustain the highest degree of ethical conduct.
- Establishes and maintains cooperative relations with students, faculty, staff, and parents.
- Assumes the responsibility to maintain a valid Florida teacher's certificate.
- Performs other tasks and/or responsibilities as assigned by the principal.

Supervision Received:

Supervisor/s – 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:

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

Exceptional Student Education Program Facilitator

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| Reports to: Director of Exceptional Student Education | FLSA Status: Exempt |
| Department: Exceptional Student Education (ESE) | Prepared by: Human Resources |
| Date: June 10, 2014 | Job Code: 25040 |

Principal Duties and Responsibilities (Essential Functions):

Compiles, ~~r~~Reviews, and interprets comprehensive evaluative data required to determine the appropriate program eligibility of individual exceptional students

~~Schedules staffings for all referred students, prepares staffing agenda, notifies all concerned persons, and justifies staffing decisions~~

~~Serves as designee of director at all placement/IEP/articulation/dismissal staffing committee meetings and annual review meetings~~

~~Provides support to ESE Liaisons and teachers for in-complex Individual Education Plan Team meetings~~

Assists with maintenance of a current central/automated data file of all exceptional students

Keeps abreast current knowledge of all federal, state, and school board regulations which affect exceptional student education

~~Keeps abreast of all educational alternatives which may be available within the school system~~

~~Keeps abreast of transportation procedures and assists in planning appropriate transportation for eligible exceptional students~~

~~Assures confidentiality of any personally identifiable data and provides due process and procedural safeguards as required~~

~~Provides on-site, school-based technical assistance or support, in areas pertaining exceptional students, when requested, in areas including, but not limited to:~~

- ~~_____ developing and writing IEP's for each student~~
- ~~_____ teaching the skills written in the IEP's~~
- ~~_____ scheduling classes~~
- ~~_____ teaching techniques and/or therapy~~
- ~~_____ behavior controls~~
- ~~_____ organizing classrooms for effective teaching and learning~~
- ~~_____ selection of materials~~

~~Cooperates with principals and faculties school administrators and teachers in developing exceptional student education processes procedures~~

~~Assists in developing annual Special Programs and Procedures for Exceptional Student Education~~

~~Assists the Coordinator of Compliance in updating the Special Programs and Procedures for Exceptional Student Education~~

~~Assists in internal program reviews and evaluations, and pre-audit preparation for state monitoring~~

~~Administers appropriate formal and informal assessments when required to determine student placement and programming~~

~~Coordinates and assists in initiating and developing- Collaborates in the development of exceptional student education curricula for exceptionality areas~~

~~Assists in planning, development and presentation -of and conducting staff development programs~~

~~Functions as liaison- a link between exceptional student education programs, general education committee meetings, community agencies, and organizations and parent education groups as directed~~

~~Assists the director in determining program growth as established through FTE analysis, staffing patterns and needs assessments~~

~~Assists in developing and implementing public relations and parent education programs~~

~~Prepares reports and analysis at the request of and submits reports as requested by the director~~

~~Participates in committees and meetings as requested by the director~~

~~Performs other duties as assigned by the Director of Exceptional Student Education~~

~~Provides own method of transportation to various locations when required~~

Performs other duties as assigned by the Director of Exceptional Student Education

Supervision Received:

Director of Exceptional Student Education

Deputy Director of Exceptional Student Education

Coordinator of Exceptional Student Education Programs and Compliance

Supervision Exercised:

As assigned

Minimum Qualifications & Skills Required:

- ~~Master's~~ Bachelor's degree or higher from an accredited institution preferred
- Currently hold or eligible for a Florida teaching certificate in one area of Exceptional Student Education
- Five years of teaching experience on Exceptional Student Education

Preferred:

- Master's degree or higher from an accredited institution
- Teaching experience with the disabled student population, with the exception of Program Facilitator for Gifted Programming

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:

1. Ten Month Employment
2. Salary based on the adopted salary schedule for instructional personnel

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 Counselor/Financial Aid Counselor (Career/Adult)

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| Reports to: School Principal | FLSA Status: Exempt |
| Department: School Based | Prepared by: Human Resources |
| Date: June 10, 2014 | Job Code: 23336 |

Principal Duties and Responsibilities (Essential Functions):**

- Is responsible for the registration of new students and scheduling of all students
- Assists students in the selection of classes and graduation options
- Provides small group developmental guidance activities to all students
- Provides personal/social, behavioral, and/or academic counseling to all students
- Provides assistance in the screening, referral, identification and placement of students with special needs
- Provides assistance to parents of all students
- Provides appropriate consultation and staff development to school personnel and/or parents/community as needed
- Provides information and counseling in the areas of financial aid, scholarships, and employment opportunities
- Organizes and conducts career and college information programs
- Provides information regarding community service opportunities and enters community service hours in the computer
- Provides information and counseling for Bright Futures opportunities and registration
- Coordinates dual enrollment programs
- Identifies and counsels potential dropouts, offering them other options
- Counsels students who are experiencing attendance difficulties
- Interprets test results to parents, students, and other school staff
- Assists students and families in need with providing basic care through referrals to appropriate resources
- Provides orientation for all incoming and new students
- Counsels students in developing peer relationships, decision-making skills, and conflict resolution (character education)
- Identifies and refers students as needed to appropriate agencies (i.e. mental health, TAPP, Lutheran Services, etc.)
- Continually enhances the overall guidance program through in-service opportunities
- Evaluates the overall guidance program on a continuing basis
- Provides assistance and information to faculty, students and parents in regard to multi-cultural education
- Assists in the orientation of new faculty/staff members
- Assists students and parents in scheduling teacher conferences and serves as a mediator and/or advisor
- Provides input in the development of curriculum and the master schedule
- Coordinates the proper maintenance, transfer, and acquisition of students' records as required
- Assists in the maintenance of the automated student data system
- Attends and participates in faculty meetings
- Coordinates all award presentations
- Coordinates all graduation activities, verifying that graduation requirements have been met
- Contributes to the Integrated Service Team meetings
- Establishes and maintains cooperative relations with students, faculty, staff and parents
- Assumes the responsibility to maintain a valid Florida teachers' certificate
- Provides own method of transportation to various locations when required
- Performs other tasks and responsibilities as assigned by the principal

Supervision Received:

Supervisor/s – School Administration

Supervision Exercised:

Educational Support as assigned

Minimum Qualifications & Skills Required:

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

Preferred:

Knowledge of industry certifications and respective testing requirements
Working knowledge of Financial Aid, Pell, Veterans Affairs and Workforce Investment Act

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 ON SPECIAL ASSIGNMENT- DEVELOPMENTAL DIAGNOSTICIAN FOR
PRESCHOOL EXCEPTIONAL EDUCATION**

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| Reports to: Director of Exceptional Student Education | FLSA Status: Exempt |
| Department: Exceptional Student Education | Prepared by: Human Resources |
| Date: June 10, 2014 | Job Code: |

Principal Duties and Responsibilities (Essential Functions):

- Participate in weekly childfind prekindergarten meetings to determine the need for evaluations on students who have been through childfind screenings and referred from Headstart and VPK programs.
- Schedule evaluations with parents and/or Headstart and Volunteer Prekindergarten (VPK) programs.
These evaluations can be done in any of our school settings, so that it is convenient for the parent as well as the evaluator.
- Complete a developmental evaluation.
- Score evaluation and write a summary report for teachers to use in writing goals.
- Attends the Eligibility/IEP meeting for children evaluated.
- Submit the evaluation results quarterly to the state monitoring program for ESE PreK Outcomes.

Supervision Received:

Director of ESE
Deputy Director of ESE
Coordinator of Compliance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

1. Bachelor's degree or higher from an accredited institution Prefer Ed.
2. Currently hold or eligible for a Florida teaching certificate in Exceptional Student Education

Preferred:

- Currently hold or eligible for a Florida teaching certificate in Exceptional Student Education: Prefer ESE PreK
- Prefer teaching experience in ESE PreK and/or evaluation experience in ESE PreK

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 Unit of Compensation

Ten Months

7.5 hours per day

Conclusion:

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