

School District of Santa Rosa County Job Description

Coordinator of Continuous Improvement

Reports to: Assistant Superintendent of Curriculum, Instruction and Assessment	FLSA Status: Exempt
Department: Curriculum & Instruction	Prepared by: Human Resources
Date: June 26, 2014	Evaluation Code: 13025

Principal Duties and Responsibilities (Essential Functions):

- Demonstrated ability to communicate with diverse groups both orally and in writing and facilitate development of interdepartmental plans, facilitate meetings, and develop strategic plans
- Ability to present timely information to the School Board
- Knowledge of national, state, and district educational accountability standards
- Knowledge of principles of measurement and assessment
- Knowledge of curriculum and instruction design K-12
- Knowledge of state-of-the-art research and proven best practices in areas of responsibility
- Knowledge of statutory and regulatory requirements in areas of responsibility
- Ability to make decisions based on relevant information
- Possess modern technology skills
- Ability to organize and prioritize activities
- Communicate effectively in oral and written form
- Development and procurement of federal/state/local grant funding opportunities
- Utilize appropriate strategies and problem-solving tools to advise Directors, Assistant Superintendents, and the Superintendent on decisions concerning planning, utilizing of funds, delivering services, and evaluation of services provided
- Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of projects assigned
- Multi-school and/or system-wide institutional research/evaluation studies especially as they related to Title I program implementation
- Interpret for the School Board, staff, and community student accountability data; provide disaggregate data; provide training in using data for instructional decision making
- Implement district Choice and Supplemental Educational Services (SES) Program
- Provide technical assistance to schools and the District related to measurement, assessment, statistical analyses, research, and evaluation issues.
- Support school improvement efforts, promote student achievement
- Coordinate the District Differentiated Accountability Plan
- Coordinate annual climate survey
- Disseminate latest information and current research to appropriate personnel
- Keep well informed about current trends and best practices in areas of responsibility
- Facilitate the development, implementation and evaluation of related staff development activities provided in assigned areas
- Promote and support professional growth for self and others
- Develop annual goals and objectives consistent with and in support of District, state, and national goals and priorities
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues
- Prepare all required reports and maintain appropriate records for approval
- Provide coordination for cooperative planning with other agencies, school system departments, community agencies, local universities, etc. seeks advice from, as well as share information with each group; maintain contact with other school systems to share ideas and information
- Perform other incidental tasks consistent with the goals and objectives of this position

Supervision Received:

Assistant Superintendent of Curriculum, Instruction and Assessment

Supervision Exercised:

Staff as assigned

Minimum Qualifications & Skills Required:

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Eight years in public school education, two years of which must have been in administration and/or supervision

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:

Approved Unit Compensation Plan

Twelve months

8.0 hours per day

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**

Assistant Food Service Manager

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11010
Position #: 31111	Range: 6

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists cafeteria manager in planning meals and/or a la carte offering, estimating quantities of food stuffs required for menu, writing food orders, preparation of daily work and cleaning schedules, requisitioning for additional supplies when needed, preparing daily, weekly, monthly report, training new employees;
- Directs preparation, cooking and service of food from daily schedules;
- Tests cooked food for taste and smell to ensure that it is properly cooked and seasoned;
- Supervises cooking and garnishing of foods requiring skillful preparation;
- Guides work of lower level food service workers;
- Acting manager in absence of cafeteria manager;
- Keeps routine operational records and makes reports;
- Attends workshops and training activities as directed by managers and Food Service Director;
- Supervises transportation of food from cafeteria to satellite location;
- Within the first year of placement:
 - Become a member of the Florida School Nutrition Association;
 - Become certified by the School Nutrition Association;
 - Complete the Food Service Manager Training Course. Membership and certification must be kept current;
 - Successful completion of ServSafe Program and must be kept current;
- Performs other duties as required or assigned.

Supervision Received:

Food Service Manager
Food Service Director
Director of Purchasing and Contract Administration

Supervision Exercised:

Cafeteria Staff

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Three years experience in the food industry.
- Valid Florida driver's license.

Preferred:

Manual dexterity in order to operate kitchen equipment.

Physical Demands:

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); operate cafeteria equipment such as mixers, slicers, ovens, steamers, etc.; communicate using speaking, hearing and visual skills. While performing the duties of this job, the employee is regularly required to sit, stand, reach, bend, and carry. Have physical strength, stamina, and tolerance for all of the following:

- Walk 100 feet carrying 30 pounds,
- Push and/or pull carts while walking,
- Reach above shoulders and lift 20-30 pounds,
- Bend and/or stoop below shoulders and lift 20-30 pounds,
- Climb steps, stools, ladders, and lift 20-30 pounds,
- Stand up and work for 6 continuous hours.

Work in cafeteria; exposure to high heat from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, exposure to outside environment when transporting food from cafeteria to satellite operations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Network Systems Engineer

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Data Processing	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11040
Position #: 44166	Range: 24

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Provide technical, tactical and strategic input on overall network planning, developing and implementation of the overall information technology goals and related projects of Santa Rosa County District Schools.
- Evaluate and recommend changes to current and future networked systems specifications to meet the goals of Santa Rosa County District Schools;
- Provide supervision of other network technicians in daily administration and troubleshooting of servers, e-mail systems, local and remote backups;
- Recommend server hardware and software configurations;
- Design Active Directory organization and Group Policies;
- Ensure proper operation of Windows 2003 based network;
- Analyze and resolve problems associated with server hardware and software;
- Troubleshoot networked systems and recommend improvements;
- Document procedures and configurations;
- Troubleshoot and configure vertical applications (e.g. Application Extender, SEMS, etc...)as in Horizon Visual B.O.S.S. and Excelsior Pinnacle;
- Setup and secure Websites;
- Monitor and recommend changes to ensure applications and services are protected from threats like computer viruses, Hackers, or SPAM;
- Perform other duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

Assigned Personnel

Minimum Qualifications & Skills Required:

- Graduation from an accredited college with a Bachelor's degree in Computer Science, Computer Studies, or Computer related technical degree.
- Microsoft NT 4.0 through Microsoft Server 2003 T training or C certification in applicable areas.
- Microsoft Certification in both of the following can be substituted for the 4 year Bachelor Degree. (Transcripts Required)

- o MCSE - Microsoft Certified Systems Engineer, version: Current or most recent Microsoft Windows Server 2003.
- o MCT – Microsoft Certified Trainer, version: Current or most recent Windows Server 2003.
- Microsoft Exchange Training or Certification. (MCSA + Messaging), version: Current or most recent release of Microsoft Exchange.
- Six years of experience in Network Administration and Support.

Preferred:

- Forward thinking to anticipate future needs and recommend solutions.
- Recognize problem symptoms and determine appropriate actions.
- ~~Write shell scripts for logon processing to local backups for Windows NT4 & 2003.~~
- ~~Write and maintain MS scripts.~~
- Develop and implement solutions such as shell scripts to enhance efficiency and effectiveness of district computer services.

Physical Demands:

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. ~~Office, exposure to noise associated with computer operation; exposure to electrical wiring and apparatus.~~ Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

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**

Personnel Assistant II

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11030
Position #: 61040	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Enters data into the computer system;
- Assists and relieves supervisor of paper work and routine office duties;
- Obtains, gathers and organizes data for reports and presentations;
- Prepares documentation and composes letters and memoranda;
- Receives calls, answering questions involving the interpretation of laws, rules and regulations, and Board policies;
- Prepares and verifies personnel action forms, records and related reports;
- Prepares reports for entry into computer;
- Maintains current knowledge of terminal operations and personnel files;
- Enters information into the computer system and maintains job records for salary purposes;
- Makes appropriate decisions related to personnel issues;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Human Resources

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six years experience in responsible administrative secretarial position, including three years in maintenance of personnel records.

Preferred:

Operation of computer and other office equipment; type.

Physical Demands:

Operation of computer equipment; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Personnel Assistant I

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11030
Position #: 61030	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Enters data into the computer system;
- Assists and relieves supervisor of paper work and routine office duties;
- Obtains, gathers and organizes data for reports and presentations;
- Prepares documentation and composes letters and memoranda;
- Receives calls, answering questions involving the interpretation of laws, rules and regulations, and Board policies;
- Prepares and verifies personnel action forms, records and related reports;
- Prepares reports for entry into computer;
- Maintains current knowledge of terminal operations and personnel files;
- Makes appropriate decisions related to personnel issues;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Human Resources

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Four years experience in responsible administrative secretarial position, including two years in maintenance of personnel records.

Preferred:

Operation of computer and other office equipment; type.

Physical Demands:

Operation of computer equipment; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Personnel Assistant III

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11030
Position #: 61051	Range: 16

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Enters data into the computer system;
- Assists and relieves supervisor of paper work and routine office duties;
- Obtains, gathers and organizes data for reports and presentations;
- Prepares documentation and composes letters and memoranda;
- Receives calls, answering questions involving the interpretation of laws, rules and regulations, and Board policies;
- Prepares and verifies personnel action forms, records and related reports;
- Prepares reports for entry into computer;
- Maintains current knowledge of terminal operations and personnel files;
- Enters information into the computer system and maintains job records for salary purposes;
- Makes appropriate decisions related to personnel issues;
- Serves as primary backup for the Certification Specialist;
- Helps to maintain Instructional, Administrative, and Educational Support Evaluation Manuals;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Human Resources

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six years experience in a Human Resource related position, three years of which must have been above the clerical level, with at least one of the three years involving duties directly related to the certification of teachers or an equivalent combination of training and experience.

Preferred:

Operation of computer and other office equipment; type.

Physical Demands:

Sit for extended periods; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

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**

Printer Assistant I

Reports to: Locklin Technical Center Principal	FLSA Status: Non-Exempt
Department: All	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 15050
Position #: 41000	Range: 5

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Answers phone and performs clerical duties such as calculating orders, price quotes, receiving print orders and maintaining files, typing letters, reports and other materials;
- Compiles job log sheets for bookkeeping purposes;
- Sets up classrooms and prepares materials for instructional units;
- Keeps bulletin board display current;
- Supervises pupils during breaks, lunch and bus loading/unloading, under the supervision of instructional staff;
- Administers and scores tests;
- Operates audiovisual equipment and obtains required equipment and returns to storage;
- Assists in small group pupil instruction;
- Works with students to assist in completing assignments and projects and records pupil status and improvements;
- Assists teachers in maintaining discipline and other functions;
- Maintains records, files, reports and statistics of unit of assignment;
- Sets up and operates offset duplicators, photocopiers, binding machine and other duplicating equipment in printing a variety of documents;
- Cuts, collates, packages and stacks finished work, perforates, punches and numbers forms;
- Services machines for minor maintenance;
- Orders supplies and materials for operating procedures;
- Operates desk top publishing equipment;
- Performs related duties as required or assigned.

Supervision Received:

Locklin Technical Center Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six months experience in operating duplicating equipment.
- One year experience in clerical duties.

Preferred:

Operation and care of assigned machines; use of calculator; type; operation of duplicating machines.

Physical Demands:

Standing, walking, stooping, bending and reaching; moderately heavy lifting to place paper on machines. Work inside; exposure to noise of printing and duplicating machines. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved compensation plan

Ed Support Salary Schedule

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**

Printer Assistant II

Reports to: Locklin Technical Center Principal	FLSA Status: Non-Exempt
Department: All	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 15050
Position #: 41005	Range: 7

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Maintains public relations with print shop customers;
- Answers phone and performs clerical duties such as calculating orders, price quotes, receiving print orders and maintaining files, typing letters, reports and other materials;
- Compiles job log sheets for bookkeeping purposes;
- Sets up classrooms and prepares materials for instructional units;
- Keeps bulletin board display current;
- Supervises pupils during breaks, lunch and bus loading/unloading, under the supervision of instructional staff;
- Administers and scores tests;
- Operates audiovisual equipment and obtains required equipment and returns to storage;
- Assists in small group pupil instruction;
- Prepares documents for dark room process;
- Posting and collecting Print Shop tickets;
- Works with students to assist in completing assignments and projects and records pupil status and improvements;
- Assists teachers in maintaining discipline and other functions;
- Maintains records, files, reports and statistics of unit of assignment;
- Sets up and operates offset duplicators, photocopiers, binding machine and other duplicating equipment in printing a variety of documents;
- Cuts, collates, packages and stacks finished work, perforates, punches and numbers forms;
- Services machines for minor maintenance;
- Orders supplies and materials for operating procedures;
- Operates desk top publishing equipment;
- Performs related duties as required or assigned.

Supervision Received:

Locklin Technical Center Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Three years experience in print shop operations. ~~operating duplicating equipment.~~
- One year experience in clerical duties.

Preferred:

Operation and care of assigned printing and graphic arts machinery; use of calculator; type; operation of duplicating machines.

Physical Demands:

Standing, walking, stooping, bending and reaching; moderately heavy lifting to place paper on machines. Work inside; exposure to noise of printing and duplicating machines. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved compensation plan
Ed Support Salary Schedule

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**

**Instructional Television Specialist I
Professional Development Center Support Manager**

Reports to: Director of In-service and Instructional Technology	FLSA Status: Non-Exempt
Department: Professional Development Center	Prepared by: Human Resources
Date: June 26, 2014	Evaluation Code: 12060
Position #: 44270 44765	Range: 14

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs necessary functions applicable to day-to-day operations of the Professional Development Center;
- Assist Library Media Specialists in the techniques and operation of in-school ITV studios;
- Perform assigned In-service sessions with administrators, teachers, and students related to the library media studios and utilization of materials;
- Assist teachers, students, and the educational agencies in planning, production, editing and other technical processes related to video and media;
- Work with district staff and schools to maintain the monthly bulletin board;
- Work camera, teleprompter and other equipment for district video productions;
- Film and edit district video productions;
- Serve as photographer using digital and traditional camera for ITV and video production use;
- Prepare graphics and lettering required for video productions;
- Assist with digital camera In-service training for teachers and staff;
- Perform basic web-related functions;
- Perform other tasks as directed by the Director of In-service and Instructional Technology.

Supervision Received:

Professional Development Center Director

Supervision Exercised:

Personnel assigned by site supervisor

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- A minimum of 3 semester hours in photography or 2 years professional photography experience;
- A minimum of 6 semester hours in drawing or graphic design or 1 year professional art experience;
- 4 years experience with the use and operation of computers including Microsoft Word, and production tools that may include but not be limited to the Microsoft Publisher, Print Artist, Adobe Photoshop, and Serif Movie Plus;
- 1 year experience using non-linear editing equipment and software.

Preferred:

~~N/A~~ Experience with a variety of software programs.

Physical Demands:

~~Communicate using speech, hearing and vision skills. Able to move equipment weighing up to 35 pounds. Provide own transportation to various sites. Inside building, exposure to noise associated with TV and computer equipment. 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
Ed Support Salary Schedule

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**

School Helper

Reports to: School Principal	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: June 26, 2014	Job Code: Same as Principal
Position #: 31050	Range: 3

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Monitors students behavior and informs teachers of any misbehavior;
- Follows cafeteria discipline procedures determined by the school;
- Assists students with trays and food items;
- Assists in clearing tables if necessary;
- Attends in-service training;
- Escorts students to and from rooms and/or buildings;
- Assists in assembling and putting up materials on bulletin boards and keeping displays current;
- Handles clerical duties if necessary;
- Assist in copy room and/or teacher work room;
- Assist in media center;
- Assist instructional personnel as assigned.
- Performs related duties as required or assigned.

Supervision Received:

School Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED.

Preferred:

N/A

Physical Demands:

Light lifting; mobility to move about school building and grounds; communicate using speech, hearing and vision skills. Inside cafeteria in noisy conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Secretary, Administrative

Reports to: Superintendent	FLSA Status: Non-Exempt
Department: Superintendent	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11030
Position #: 72091	Range: 20

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Serves as personal assistant to administrative official(s), (including, but not limited to, superintendent of schools and school board members) by planning, initiating, and carrying to completion secretarial, clerical and administrative office duties;
- Attends conferences to take notes, or is briefed on meeting immediately after in order to know what development occurred in matters of concern to supervisor;
- Makes arrangements for conferences including space, time and place;
- Informs participants of topics to be discussed and provide them with any background information needed;
- Assists in and coordinates the preparation of operating budgets;
- Examines budget documents to insure compliance with state regulations;
- Receives and routes telephone calls, answering questions which may involve interpretation of policies and procedures;
- Develops, coordinates and facilitates agendas for school board meeting and workshops.
- Performs data entry functions;
- Performs other duties as required or assigned.

Supervision Received:

Superintendent

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED. Six years progressively responsible secretarial and typing experience.

Preferred:

Operation of computer/data entry equipment.

Physical Demands:

Must be able to operate a computer and keyboard; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Secretary I

Reports to: Principals/Administrators & Managers	FLSA Status: Non-Exempt
Department: All	Prepared by: Human Resources
Date: June 26, 2014	Job Code: Same as Principal/ Administrator & Manager
Position #: 42000	Range: 6

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs duties of staff assistant and participates directly in the work of the supervisor such as interviewing visitors, securing details of specialized information coordinating office work and providing information regarding the services and operation of the unit and may function as receptionist;
- Keeps supervisor's appointment calendar and schedules appointments;
- Receives and screens calls and refers callers to other employees;
- Takes notes and minutes of conferences, meetings and functions as required;
- Prepares forms independently and composes letters for supervisors' signature;
- Sets up and maintains specialized files and files letters, reports and related technical information in the prescribed manner;
- Assembles information for supervisor's use and opens, prioritizes and processes mail;
- Types, Performs data input, proofs and processes letters, forms, manuals, reports, schedules, booklets, requisitions, purchase orders and related paper work;
- Types information or enters data in computer containing specialized technical terminology;
- Uses computer, data entry or word processors to input data and retrieves data for informational reports;
- Performs research and retrieval of records and data;
- Conducts statistical comparison of information for supervisor's use;
- Assists in the preparation and maintenance of departmental records, maintains bookkeeping, fiscal records, time and payroll records;
- Performs other duties as required or assigned.

Supervision Received:

Principals/Administrators and Managers

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year experience in secretarial duties, including in the operation of a PC or similar data entry equipment.

Preferred:

Operation of computer/data entry equipment; type; and transcribe data.

Physical Demands:

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Secretary II

Reports to: Principals/Administrators & Managers	FLSA Status: Non-Exempt
Department: All	Prepared by: Human Resources
Date: June 26, 2014	Job Code: Same as Principal/ Administrator & Manager
Position #: 42010	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs duties of staff assistant and participates directly in the work of the supervisor such as interviewing visitors, securing details of specialized information coordinating office work and providing information regarding the services and operation of the unit and may function as receptionist;
- Keeps supervisor's appointment calendar and schedules appointments;
- Receives and screens calls and refers callers to other employees;
- Takes notes and minutes of conferences, meetings and functions as required;
- Prepares forms independently and composes letters for supervisors' signature;
- Sets up and maintains specialized files and files letters, reports and related technical information in the prescribed manner;
- Assembles information for supervisor's use and opens, prioritizes and processes mail and may act as lead worker;
- Types, Performs data input, proofs and processes letters, forms, manuals, reports, schedules, booklets, requisitions, purchase orders and related paper work;
- Types information or enters data in computer containing specialized technical terminology;
- Uses computer, data entry or word processors to input data and retrieves data for informational reports;
- Performs research and retrieval of records and data;
- Conducts statistical comparison of information for supervisor's use;
- Assists in the preparation and maintenance of departmental records, maintains bookkeeping, fiscal records, time and payroll records;
- Performs other duties as required or assigned.

Supervision Received:

Principals/Administrators and Managers

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Three years experience in secretarial duties, including one year in the operation of a PC or similar data entry equipment.

Preferred:

Operation of computer/data entry equipment; type; and transcribe data.

Physical Demands:

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Secretary III

Reports to: Principals/Administrators & Managers	FLSA Status: Non-Exempt
Department: All	Prepared by: Human Resources
Date: June 26, 2014	Job Code: Same as Principal/ Administrator & Manager
Position #: 42020	Range: 10

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs duties of staff assistant and participates directly in the work of the supervisor such as interviewing visitors, securing details of specialized information coordinating office work and providing information regarding the services and operation of the unit and may function as receptionist;
- Keeps supervisor's appointment calendar and schedules appointments;
- Receives and screens calls and refers callers to other employees;
- Takes notes and minutes of conferences, meetings and functions as required;
- Prepares forms independently and composes letters for supervisors' signature;
- Sets up and maintains specialized files and files letters, reports and related technical information in the prescribed manner;
- Assembles information for supervisor's use and opens, prioritizes and processes mail and may act as lead worker;
- Types, performs data input, proofs and processes letters, forms, manuals, reports, schedules, booklets, requisitions, purchase orders and related paper work;
- Types information or enters data in computer containing specialized technical terminology;
- Uses computer, data entry or word processors to input data and retrieves data for informational reports;
- Performs research and retrieval of records and data;
- Conducts statistical comparison of information for supervisor's use;
- Assists in the preparation and maintenance of departmental records, maintains bookkeeping, fiscal records, time and payroll records;
- Performs other duties as required or assigned.

Supervision Received:

Principals/Administrators and Managers

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Five years experience in secretarial duties, including two years in the operation of a PC or similar data entry equipment.

Preferred:

Operation of computer/data entry equipment; type; and transcribe data.

Physical Demands:

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Senior Network Analyst I

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11040
Position #: 44160	Range: 18

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Plans and coordinates training activities for school level ~~system operators~~ technology contacts;
- Assists schools in preparing hardware and application software specifications;
- Assists school ~~system operators~~ technology contacts with network hardware and software installation and maintenance;
- Assists schools with software control processes (licensing, copyright,);
- Trouble shoots hardware, software and network problems on computer systems;
- Transfers batch data from a variety of computer systems via communication networks;
- Supports technology conferences;
- Completes district level technology reports as necessary;
- Supports instructional and media software programs;
- Provides support to district training lab for PC installation, upgrades and maintenance;
- Performs other duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Completion of two years of technical courses in application systems, computer repair, network support or equivalent work experience.
- Four years combined experience in the support of computer software in a network environment.
- Valid Driver's License

Preferred:

N/A

Physical Demands:

Operate and setup microcomputers, pick up and move computer equipment weighing up to 35 pounds. ~~Provide own transportation to various schools.~~ Inside exposure to noise associated with

computers operating; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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**

Senior Network Analyst II

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11040
Position #: 44165	Range: 20

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Works with school-level technology contacts and administrators for planning of school networks;
- Plans and coordinates training activities for school level ~~system operators~~ Technology Contacts;
- Assists schools in preparing hardware and application software specifications;
- Assists school ~~system operators~~ Technology Contacts with network hardware and software installation and maintenance;
- Assists schools with software control processes (licensing, copyright);
- Troubleshoots hardware, software and network problems on PC computer systems;
- Transfers batch data from a variety of computer systems via communication networks;
- Supports technology conferences;
- Completes district level technology reports as necessary;
- Supports instructional and media software programs;
- Provides support to district training labs for PC installation, upgrades and maintenance;
- Load and test new software on network servers, Workstations and stand-alone computers;
- Provide training for school-based users on adopted software;
- Provide training for school-based users on software maintenance and upgrades;
- Troubleshoot network software problems and coordinate with vendors for solutions;
- Performs other duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two (2) years of college level or technical courses in computer systems or application systems.
- Completion of a formal training program in network operations including training in Windows NT-Networking
- Four years of experience in system support or computer network support.
- Valid Driver's License

Preferred:

N/A

Physical Demands:

Operate and setup microcomputers, pick up and move computer equipment weighing up to 35 pounds. ~~Provide own transportation to various schools.~~ Inside exposure to noise associated with computers operating; exposure to electrical wiring and apparatus, exposure to conditions in K-12 classrooms. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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

Interpreter, Teacher Assistant 1 Sign Language Interpreter I

Reports to: <u>School Principal Director of Exceptional Student Education</u>	FLSA Status: Non-Exempt
Department: <u>Schools Exceptional Student Education</u>	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 12070
Position #: 45190	Range: 5

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

~~Performs as routine ESE Teacher Assistant, interpreter educational aide;~~

~~Follows classroom schedules;~~

~~Interprets for students as dictated by individual student IEPs and as assigned by teachers of the communication impaired;~~

~~Interprets in sign language all activities in the classroom, including but not limited to, lectures, conversations, films, special projects and assemblies, also performs voice interpreting as needed;~~

~~Available on a need basis for school functions outside the classroom during regularly scheduled school hours;~~

~~Serves as interpreter for tutoring done by regular classroom teachers as scheduling permits;~~

~~Performs as liaison to promote good public relations between hearing impaired, hearing peers, staff and faculty members;~~

~~Participates as part of the instructional team and is able to interpret directions, assist in providing continuity of instruction for students so identified in their individual IEPs or as assigned by teachers of the communication impaired;~~

~~Confers with regular classroom teachers and teachers of the communication impaired in order to better prepare for interpreting services;~~

~~Exhibits an interest for self improvement in signing ability, interpreting skills and establishing a better understanding of the educational process;~~

~~Attends inservice programs and staff meetings as directed;~~

~~Performs related duties as required.~~

- Provides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing as determined by the Individual Educational Plan (IEP) in regular education and ESE classes. Work is performed in classroom activities, assemblies, field trips, counseling sessions, and other school related activities which occur during the regular school day. Work under the direction of a certified teacher or other designated school official.
- Provides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing in regular education and ESE classes. This includes, but is not limited to, instruction, class discussions, conversations, films, videos, special projects, assemblies, and guest speakers.
- Provides tutoring services for the students who are deaf or hard of hearing as needed and under the direction of the classroom teacher or teacher for the deaf and hard of hearing. Participates in Education team meetings and parent conferences when appropriate.

— Follows required policies with regard to matters of confidentiality concerning personal information about students. Follows the Code of Professional Conduct from the Registry of Interpreters for the Deaf.

- Meets with classroom teacher to establish appropriate physical setting to optimize communication/interaction.
- Prepares for interpreting assignments by studying content areas and related vocabulary provided by the teacher.
- Participates in professional activities to improve signing ability, interpreting skills, and knowledge of the educational process.
- Assists the teacher when interpreting services for the student(s) are not required. Performs as liaison to promote good public relations among students who are deaf or hard of hearing, hearing peers and faculty members.
- Assists in monitoring/maintaining assistive technology for students who are deaf or hard of hearing.
- Assists District administration with School District meetings and conferences, public meetings, and special interpreting needs at other school sites when requested.
- Performs other related duties as assigned by the principal, program area facilitator, or teacher for the deaf and hard of hearing.

Supervision Received:

Principal

Director of Exceptional Student Education
Program Facilitator for Deaf and Hard of Hearing

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year experience working with children other than your own.
- Functional knowledge of Manual Communication Systems; Signing Exact English (S.E.E.), American Sign Language (ASL) or Signed English.
- Must pass a basic sign language screening conducted by an instructional or administrative representative from the Deaf and Hard of Hearing Program.
- Successfully participates annually in 20 hours of in-service in the field of interpreting OR at least six (6) credit hours of college courses toward an A.A. or A.S. degree or higher.

Preferred:

Knowledge of:

- Various sign systems and communication modes;
- Various philosophies of education of students who are deaf or hard of hearing;
- Standard English, including grammar and an extensive vocabulary;
- The impact and implication of hearing loss on the student's comprehension of English;
- The Code of Professional Conduct from the Registry of Interpreters for the Deaf.

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

Educational Support Salary Schedule

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

Interpreter II, Provisional Sign Language Provisional Interpreter II

Reports to: <u>School Principal/Director of Exceptional Student Education</u>	FLSA Status: Non-Exempt
Department: <u>Schools Exceptional Student Education</u>	Prepared by: Human Resources
Date: June 26, 2014	Job Code: <u>Same as Principal 12070</u>
Position #: 45202	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- ~~Provides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing in regular education and ESE classes. This includes, but is not limited to, instruction, class discussions, conversations, films, videos, special projects, assemblies, and guest speakers.~~
- ~~Provides tutoring services for the students who are deaf or hard of hearing as needed and under the direction of the classroom teacher or teacher for the deaf and hard of hearing. Participates in Education team meetings and parent conferences when appropriate.~~
- ~~Follows required policies with regard to matters of confidentiality concerning personal information about students. Follows the Florida Code of Ethics for Interpreters at all times.~~
- P-rovides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing as determined by the Individual Educational Plan (IEP) in regular education and ESE classes An interpreter at this level should be able to effectively handle difficult, faster-paced communication where there may or may not be an opportunity to stop for clarification or repetition. Work is performed in classroom activities, assemblies, field trips, counseling sessions, and other school related activities which occur during the regular school day. Work is performed under the direction of a certified teacher or other designated school official.
- Provides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing in regular and ESE classes. This includes, but is not limited to, instruction, class discussions, conversations, films, videos, special projects, assemblies, and guest speakers.
- Provides tutoring services for the students who are deaf or hard of hearing as needed and under the direction of the classroom teacher or teacher for the deaf and hard of hearing. Participates in Education team meetings and parent conferences when appropriate.
- Follows required policies with regard to matters of confidentiality concerning personal information about students. Follows the Code of Professional Conduct from the Registry of Interpreters for the Deaf
- Meets with classroom teacher to establish appropriate physical setting to optimize communication/interaction.
- Prepares for interpreting assignments by studying content areas and related vocabulary provided by the teacher.
- Participates in professional activities to improve signing ability, interpreting skills, and knowledge of the educational process.

- Assists the teacher when interpreting services for the student(s) are not required. Performs as liaison to promote good public relations among students who are deaf or hard of hearing, hearing peers and faculty members.
- Assists in monitoring/maintaining assistive technology for students who are deaf or hard of hearing.
- Assists District administration with School District meetings and conferences, public meetings, and special interpreting needs at other school sites when requested.
- Performs other related duties as assigned by the principal, program area facilitator, or teacher for the deaf and hard of hearing.
- ~~Successfully participates annually in 20 hours of in-service in the field of interpreting OR at least six (6) credit hours of college courses toward an A.A. or A.S. degree or higher.~~

Supervision Received:

~~School Principal~~

~~Director of Exceptional Student Education~~

~~Program Facilitator for Deaf and Hard of Hearing~~

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Education: High School Diploma or equivalent.
- ~~Interpreting Skill: Minimum of Florida Registry of Interpreters of the Deaf Educational Interpreter Evaluation Level II, Quality Assurance Level II, Cued Speech Transliteration Skills Certificate III, Educational Interpreter Performance Assessment Level IV, or National Association of the Deaf Level IV. Educational Interpreter Performance Assessment Level (EIPA)3.0; Quality Assurance (QA) II, Educational Interpreter Evaluation (EIE) II, Cued Speech Transliteration Skills Certificate 3.~~
- ~~Successfully participates annually in 20 hours of in-service in the field of interpreting OR at least six (6) credit hours of college courses toward an A.A. or A.S. degree or higher.~~

Preferred:

~~N/A~~

~~Knowledge of:~~

- ~~Various sign systems and communication modes;~~
- ~~Various philosophies of education of students who are deaf and hard of hearing;~~
- ~~Standard English, including grammar and an extensive vocabulary;~~
- ~~The impact and implications of hearing loss on the student's comprehension of English;~~
- ~~The "Florida Code of Ethics for Educational Interpreters";~~
- ~~Assistive technology for the deaf and hard of hearing.~~

Physical Demands:

~~Excellent auditory/visual acuity and memory. Average to above average speech and language skills. While performing the essential functions of this job the employee is regularly required to stand and use shoulders, arms, hands, and fingers to sign for extended periods of time. While performing the essential duties of this job the employee is occasionally exposed to outdoor weather conditions. The normal working environment is indoors in the classroom. 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

Educational Support Salary Schedule

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

Interpreter III, Advanced Sign Language Advanced Interpreter III

Reports to: <u>School Principal Director of Exceptional Student Education</u>	FLSA Status: Non-Exempt
Department: <u>Schools Exceptional Student Education</u>	Prepared by: Human Resources
Date: June 26, 2014	Job Code: <u>Same as Principal 12070</u>
Position #: 45203	Range: 17

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Provides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing as determined by the Individual Educational Plan (IEP) in regular education and ESE classes. An Advanced Interpreter has advanced ability and has obtained National Interpreter Certification (NIC). An interpreter at this level can proficiently handle complex communication situations occurring in an educational environment. Work is performed in classroom activities, assemblies, field trips, counseling sessions, and other school related activities which occur during the regular school day. Work is performed under the direction of a certified teacher or other designated school official.
- Provides interpreting/transliterating/tutoring services to students who are deaf or hard of hearing in regular education and ESE classes. This includes, but is not limited to, instruction, class discussions, conversations, films, videos, special projects, assemblies, and guest speakers.
- Provides tutoring services for the students who are deaf or hard of hearing as needed and under the direction of the classroom teacher or teacher for the deaf and hard of hearing. participates in Education team meetings and parent conferences when appropriate.
- Follows required policies with regard to matters of confidentiality concerning personal information about students. Follows the Florida Code of Ethics for Interpreters at all times.
- Meets with classroom teacher to establish appropriate physical setting to optimize communication/interaction.
- Prepares for interpreting assignments by studying content areas and related vocabulary provided by the teacher.
- Participates in professional activities to improve signing ability, interpreting skills, and knowledge of the educational process.
- Assists the teacher when interpreting services for the student(s) are not required. Performs as liaison to promote good public relations among students who are deaf or hard of hearing, hearing peers and faculty members.
- Assists in monitoring/maintaining assistive technology for students who are deaf or hard of hearing.
- Assists District administration with School District meetings and conferences, public meetings, and special interpreting needs at other school sites when requested.
- Performs other related duties as assigned by the principal, program area facilitator, or teacher for the deaf and hard of hearing.

- ~~Successfully participates annually in 20 hours of in-service in the field of interpreting OR at least six (6) credit hours of college courses toward an A.A. or A.S. degree or higher.~~

Supervision Received:

~~School Principal~~

~~Director of Exceptional Student Education~~

~~Program Facilitator for Deaf and Hard of Hearing~~

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Education: High School Diploma or equivalent.
- ~~Interpreting Skill: Minimum of Registry of Interpreters for the Deaf, CI, CT, Florida Registry of Interpreters of the Deaf EIE III, Quality Assurance Level III, Cued Speech Transliteration Skills Certificate Unit 4, Educational Interpreter Performance Assessment Level IV, National Association of the Deaf Level V, or Certificate of Completion of a Two Year Interpreter Training Program. Minimum of National Interpreter Certification, Certified Interpreter (CI), Certified Transliterator (CT), or equivalent as recognized by Registry of Interpreters for the Deaf, Educational Interpreter Evaluation (EIE) III, Quality Assurance Level (QA) III, , Educational Interpreter Performance Assessment (EIPA) Level IV, EIPA-CS or Cued Speech Transliteration Skills Certificate Unit 4, National Association of the Deaf Level V.~~
- ~~Successfully participates annually in 20 hours of in-service in the field of interpreting OR at least six (6) credit hours of college courses toward an A.A. or A.S. degree or higher.~~

Preferred:

N/A

Knowledge of:

- Various sign systems and communication modes;
- Various philosophies of education of students who are deaf and hard of hearing;
- Standard English, including grammar and an extensive vocabulary;
- The impact and implications of hearing loss on the student's comprehension of English;
- The Code of Professional Conduct from the Registry of Interpreters for the Deaf;
- Assistive technology for the deaf and hard of hearing.

Physical Demands:

~~Excellent auditory/visual acuity and memory. Average to above average speech and language skills. While performing the essential functions of this job the employee is regularly required to stand and use shoulders, arms, hands, and fingers to sign for extended periods of time. While performing the essential duties of this job the employee is occasionally exposed to outdoor weather conditions. The normal working environment is indoors in the classroom. 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

Educational Support Salary Schedule

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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**

Systems Analyst

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11040
Position #: 44230	Range: 22

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for system development effort from initial planning through implementation;
- Determines system functional requirements, produces accurate development plans and project completion schedules;
- Develops accurate time/cost estimate, cost benefit studies and projects management controls;
- Works with user personnel in determining needs, defining feasible solutions and production quality results;
- Designs effective logical, well-structured systems to satisfy identified problems;
- Analyzes designs, codes, tests, debugs, maintains, documents and implements systems using Data Processing authorized software. ~~Microsoft products including Access, Excel, or other database application;~~
- Reviews and submits recommendations for improvement to systems;
- Provides written and oral reports of activities to management and users;
- Maintains current knowledge of Microsoft products, operations requirements;
- ~~Writes and maintains MS Access Data Base Applications';~~
- Analyzes network requirements and assists with related network solutions;
- ~~Manages and supports an NT File Server;~~
- ~~Operates a scanner and monitors systems performance by means of a microcomputer;~~
- Monitors system messages and reacts as needed to produce desired standardized test reports;
- Takes necessary corrective action, including program modification and coordinates program corrections with various software vendors;
- ~~Creates and maintains an ESE and Student Services website;~~
- Performs other duties as required or assigned.

Supervision Received:

Data Processing Manager
Network Systems Engineer

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from four year college with a Bachelor's Degree in systems science or related field.
- Minimum of one year's experience in programming and systems analysis.

Preferred:

N/A

Physical Demands:

Requires sitting for long periods of time while designing programs; must be able to visit office work sites to study computer problems and system operations. Indoors setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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/ADULT LEARNING CENTER~~ **Adult Education Facilitator (TSA)**

Reports to: Principal	FLSA Status: Exempt
Department: Santa Rosa Adult School	Prepared by: Human Resources
Date: June 26, 2014	Evaluation Code: 20098

Principal Duties and Responsibilities (Essential Functions):

- ~~Researches and applies for program funding sources including grants and donations~~
- ~~Collects and submits data and information for required reports~~
- ~~Prepares and presents presentations to public and private groups and/or organizations~~
- ~~Plans, implements, coordinates, monitors, and evaluates programs within Santa Rosa's Adult Learning Center~~
- ~~Plans, develops and implements a network system with appropriate public and private agencies for the identification and recruitment of persons with an eighth grade education or less~~
- ~~Plans, develops, and implements a district-wide multimedia awareness campaign for the Adult Learning Center~~
- ~~Meets and instructs assigned classes in the locations and at the times designated, when required.~~
- ~~Counsels, screens and refers students to appropriate agencies for assistance~~
- ~~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~~
- ~~Attend and participates in faculty meetings~~
- ~~Cooperates with other staff members in planning and implementing instructional goals, objectives, methods and program~~
- ~~Distributes information on available groups and agencies who provide services to undereducated adults~~
- ~~Provides for appropriate supervision of students~~
- ~~Assists in the selection, proper usage, and security of appropriate instructional media and materials~~
- ~~Establishes and maintains cooperative relations with students, faculty, staff, and parents~~
- ~~Responds to student, faculty and parental inquiries~~
- ~~Participates in activities for continued professional growth~~
- ~~Implements the school's and district's philosophy of education and instructional goals and objectives~~
- ~~Assumes the responsibility to maintain a valid Florida teacher's certificate~~
- ~~Provides own method of transportation to various locations~~
- ~~Performs other tasks and/or responsibilities as assigned by the principal~~

Planning/Preparation

- Plan, implement, coordinate, monitor, and evaluate programs for Santa Rosa Adult School
- Plan, develop, and implement a network system with appropriate public and private agencies for the identification and recruitment of persons with an eighth grade education or less
- Plan, develop, and implement a district-wide multimedia awareness campaign for adult education offerings

Assessment/Evaluation

- Administer state-approved assessments for adult education for the purpose of assessing initial student educational functioning levels and measuring gains
- Administer state-approved career exploration program for the purpose of creating individual student adult education career pathways plans
- Assess student progress towards educational and career goals
- Explain to appropriate individuals the nature and purpose of assessments in an understandable manner, providing feedback when making recommendations

Administrative/Management

- Coordinate the proper maintenance, transfer, and acquisition of students' records as required by applicable regulations and policies
- Use technology resources effectively and maintain accurate, complete, and correct records as required by applicable laws, policies, procedures, and regulations
- Collect and submit data and information in a timely manner for input into district and local MIS systems
- Provide input in the development of curriculum and the master schedule
- Assist in the orientation of new faculty/staff members as needed

Direct Services

- Recruit students for adult education programs
- Promote student involvement in post-secondary information programs/fairs
- Screen and refer students to appropriate agencies for assistance
- Respond to student, faculty, and parental inquiries
- Distribute information on available agencies who provide services to undereducated adults

Instructional Delivery and Facilitation

- Support classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans
- Respond to student, faculty, and parental inquiries for the purpose of achieving overall student, school, and family success
- Collaborate with other professionals regarding student records and information
- Employ 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
- Cooperate with other staff members in planning and implementing instructional goals, objectives, methods, and program
- Provide for appropriate supervision of students
- Establish and maintain cooperative relations with students, staff, and parents

Program Funding

- Research and apply for funding sources including grants and donations
- Write state/federal grants for adult education programs: AGE, Corrections, EL/Civics, AWD, and any other appropriate grants

Student Growth/Achievement

- Review students records and other indicators as deemed appropriate to evaluate student needs and provide assistance when needed
- Monitor student progress in achieving educational gains
- Assist in the selection, proper usage, and security of instructional media and materials
- Implement the school's and district's philosophy of education and instructional goals and objectives

Marketing

- Prepare and present presentations to public and private groups and organizations to promote adult education programs
- Participate in community events, information fairs, meetings to promote adult education programs
- Distribute materials throughout the district advertising adult education programs
- Participate as a member on local interagency committees to promote programs
- Collaborate with local service agencies to provide information and referrals for adult education programs

Professional Responsibilities

- Attend and participate in faculty meetings
- Assume the responsibility to maintain a valid Florida Teacher's certificate
- Provide own method of transportation to various locations
- 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
- Collaborate with instructional staff, other school personnel, principal, parents, and community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan
- Maintain 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
- Adhere to emergency procedures and respond to emergency situations for the purpose of resolving immediate safety concerns
- Assist in upholding and enforcing administrative regulations and applicable policies, regulations and procedures
- Represent school in a professional and positive manner
- Perform other tasks and/or responsibilities as assigned by the principal

Professional Development

- Initiate and engage in continuing professional growth through in-service, classes, meetings, conferences, seminars, webinars, and individual study
- Complete the Professional Development Plan and keep abreast of recent developments in adult education in Florida and community education issues
- Participate in adult education professional development activities

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently 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.

Length of Employment:

Ten months

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

Coordinator of Social Studies (Half Time)

Reports to: Assistant Superintendent for Curriculum and Instruction	FLSA Status: Exempt
Department: Instructional Services	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 20144

Principal Duties and Responsibilities (Essential Functions):

- Provide meaningful staff development and training for teachers in best practices and strategies in social studies.
- Analyze student achievement data to determine curriculum and staff development needs in social studies.
- Develop and provide resources for curriculum development and assessment to schools and teachers in order to improve student achievement in social studies.
- Actively seek opportunities to bring funding, resources, and recognition to district curriculum projects.
- Supervise instructional activities for all teachers of social studies.
- Facilitate classroom instruction, evaluate instructional practices, and provide models or demonstrations of effective practices in social studies.
- Facilitate curriculum design to meet individual school needs.
- Develop, recommend, and administer assigned budget.
- Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda.
- Maintain expertise in social studies design and best practices through ongoing professional development, participation in professional organizations, and professional reading and research.
- Supervise and assist in student assessment to identify areas of strength and weakness in the curriculum.
- Provide specified services, support, and staff development in social studies to Title I schools and teachers.
- Facilitate alignment of instruction for students with disabilities along with the mainstream curriculum by providing staff development, information, and support for the assessment and delivery of social studies instruction.
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants, and regulations and in organizational analysis and development.
- Provide appropriate information to the Superintendent, Assistant Superintendent, or other personnel as requested.
- Provide own method of transportation, when required, to visit various sites.
- Maintain official records and files and perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:

Assistant Superintendent for Curriculum and Instruction

Supervision Exercised:

Activities, instruction, and staff development of all District teachers in assigned curricular area in cooperation with site administrator.

Minimum Qualifications & Skills Required:

1. Master's degree or higher from an accredited institution in the assigned area of specialization or certification in supervision K-12, educational leadership, or school principal.
2. Currently hold or eligible for Florida teaching certificate in assigned area(s) of specialization.
3. Five years' experience in public school education as a teacher in assigned curricular area(s).

Preferred:

| [Completion of the Potential School Leaders \(PSL\) 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
Ten month Instructional Salary plus Coordinator Supplement
3.5 hours per day

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 Locally Developed Assessments-Elementary

Reports to: Assistant Superintendent	FLSA Status: Exempt
Department: Curriculum, Instruction, and Assessment	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 20147

Principal Duties and Responsibilities (Essential Functions):

- Coordinates district and school-based in-service activities related to the development and implementation of locally developed elementary level assessments
- Supports instructional staff and school site administrators in the development and implementation of locally developed elementary level assessments
- Manages, catalogs, and maintains the districts locally developed elementary level assessments in a digital environment
- Become familiar with navigation and use of the state of Florida Interim Assessment Item Bank and Testing Platform (IBTP)
- Assists in the selection, proper usage, and security of locally developed elementary level assessments
- Assists the Coordinator of Assessment with district testing program as necessary
- Participates in activities for continued professional growth, necessary district and state trainings, and school board meetings as directed
- 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

Supervision Received:

Assistant Superintendent for Curriculum, Assessment, and Instruction

Supervision Exercised:

N/A

Minimum Qualifications and Skills Required:

1. Master's degree or higher from an accredited institution, or the equivalent in experience (i.e., 3-5 years experience as a teacher leader)
2. Currently holds or eligible for Florida teaching certificate or appropriate license to teach at the elementary level
3. Minimum of 3 years classroom teaching experience.

Preferred:

Previous experience with the development of state or district level formal assessments and the associated test security procedures.

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 the 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 Locally Developed Assessments-Secondary

Reports to: Assistant Superintendent	FLSA Status: Exempt
Department: Curriculum, Instruction, and Assessment	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 20148

Principal Duties and Responsibilities (Essential Functions):

- Coordinates district and school-based in-service activities related to the development and implementation of locally developed secondary level assessments
- Supports instructional staff and school site administrators in the development and implementation of locally developed secondary level assessments
- Manages, catalogs, and maintains the districts locally developed secondary level assessments in a digital environment
- Become familiar with navigation and use of the state of Florida Interim Assessment Item Bank and Testing Platform (IBTP)
- Assists in the selection, proper usage, and security of locally developed secondary level assessments
- Assists the Coordinator of Assessment with district testing program as necessary
- Participates in activities for continued professional growth, necessary district and state trainings, and school board meetings as directed
- 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

Supervision Received:

Assistant Superintendent for Curriculum, Assessment, and Instruction

Supervision Exercised:

N/A

Minimum Qualifications and Skills Required:

1. Master's degree or higher from an accredited institution, or the equivalent in experience (i.e., 3-5 years experience as a teacher leader)
2. Currently holds or eligible for Florida teaching certificate or appropriate license to teach at either the middle school or high school level.
3. Minimum of 3 years classroom teaching experience.

Preferred:

Previous experience with the development of state or district level formal assessments and the associated test security procedures.

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 the 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.