
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: JOB DESCRIPTIONS – REFORMATTED/REVISED/NEW

DATE: 07/24/14

We have redesigned the format of our job descriptions and are continuing the process of converting our current job descriptions to this new format. As we do this, we are including revised language to reflect changes in responsibilities.

If you have any questions concerning these changes, please call me at 983-5030.

School District of Santa Rosa County
Job Description
Grounds Maintenance/Lawn Equipment Mechanic

Pest Control Operator I

Reports to: <u>Supervisor of Building Maintenance Principal</u>	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 26, 2014	Job Code: 11010
Position #: 84070	Range: 9

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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.

- ~~Prepares and mixes pesticides, including the use of lawn sprays;~~
- ~~Sprays, fogs and dusts for control of pests of all types;~~
- ~~Applies chemicals for control of rodents;~~
- ~~Operates and makes minor repairs to pest control application equipment;~~
- ~~Disposes of rodents and other animals that are killed in buildings or on grounds;~~
- ~~Inspects and reports repairs needed to assist in control of pests;~~
- ~~Maintains all site based lawn equipment, including but not limited to; mowers, weed eaters, blowers, hedgers, ect.;~~
- ~~Delivers supplies and runs related errands;~~
- ~~Mows lawns, including all activity and athletic fields, weeds and edges sidewalks, and trims shrubbery when required;~~
- ~~Maintains stadium and athletic facilities;~~
- ~~Repairs and maintains all drainage systems located throughout the site;~~
- ~~Must take and pass State test for use of restricted chemicals for public application within 60 days of employment and maintain required certification at all times.~~
- ~~Performs related duties as required or assigned by the site based administrator.;~~

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- ~~One year experience in pest control or related responsibilities.~~
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Operation and use of pest controls- lawn and custodial equipment.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; Work outside and inside; may involve hazardous 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**

Management Information Analyst

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Data Processing	Prepared by: Human Resources
Date: July 24, 2014	Job Code: 11040
Position #: 51150	Range: 26

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that 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 complex management information analysis including systems analysis involved in operation and modification of various data processing systems;
- Operates computer running all current programs;
- Performs programming, forms design systems analysis of new or existing systems;
- Coordinates input/output information, schedules computer time and performs troubleshooting; Gives professional and technical advice concerning various applications;
- Writes new or modifies existing programs requested by manager or user;
- Assists in researching data errors in input/output information;
- Performs special research assignments such as conducting audits;
- Serves on various committee for programs development;
- Provides information maintained by data processing to satisfy needs of citizens and organizations of the county;
- Tests new programs written by staff or secured from other installations;
- Performs documentation of systems being utilized;
- Conducts special systems research and studies as required;
- Writes systems and procedures for various office operations and monitors the effectiveness of the system design;
- Performs related duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

Assigned Personnel

Minimum Qualifications & Skills Required:

- Graduation from four year college with a Bachelors Degree in computer science or a related field.
- Four years experience in computer operations, including two years in programming.

Preferred:

Operation of complex computer programming and analysis; operate a mainframe computer system writing and testing new programs.

Physical Demands:

Sit for extended periods. Office, exposure to noise associated with computer 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**

Paraprofessional I

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: July 24, 2014	Job Code: Same as Administrator
Position #: 45230	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.

- Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- Assist with classroom management, such as organizing instructional and other materials;
- Provide assistance in a computer laboratory;
- Conduct parental involvement activities under the supervision of the classroom teacher;
- Provide support in a library or media center;
- Act as a translator;
- Provide instructional services to students;
- Assist children with personal hygiene;
- Performs related duties as required or assigned by the principal.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

School Principal or Administrator

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.

- For School Board employees hired before March 13, 2013 applying for promotion or demotion to this job title:
 - Required completion of 42 14 hours of district-approved in-service in the areas of math, reading, Exceptional Student Education and classroom management;
 - and**
 - A passing score on the PRAXIS exam.

Preferred:

Keyboarding; operate data entry equipment, copiers and other office equipment.

Physical Demands:

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. 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**

Paraprofessional IW

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: July 24, 2014	Job Code: Same as Administrator
Position #: 45235	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.

- Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- Assist with classroom management, such as organizing instructional and other materials;
- Provide assistance in a computer laboratory;
- Conduct parental involvement activities under the supervision of the classroom teacher;
- Provide support in a library or media center;
- Act as a translator;
- Provide instructional services to students;
- Assist children with personal hygiene;
- Performs related duties as required or assigned by the principal.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

School Principal or Administrator

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.

- For School Board employees hired before March 13, 2013 applying for promotion or demotion to this job title:
 - Required completion of 42 14 hours of district-approved in-service in the areas of math, reading, Exceptional Student Education and classroom management;
 - and**
 - A passing score on the PRAXIS exam.

Preferred:

Keyboarding; operate data entry equipment, copiers and other office equipment.

Physical Demands:

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. 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**

Paraprofessional for ESOL

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: Coordinator of Literacy	Prepared by: Human Resources
Date: July 24, 2014	Job Code: Same as Administrator
Position #: 44990	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.

- Sets up classrooms and prepares materials in support of instruction for English Language Learner (ELL);
- Supervises ELLs during lunch period, intermissions, on school grounds before and after school and bus loading and/or unloading, under the supervision of a member of the instructional staff; escorts ELLs to and from rooms and buildings;
- Administers, scores tests, marks errors and records ELL status and improvements;
- Assembles, adjusts and maintains equipment for instructional programs in support of ELLs;
- Assists teachers in maintaining equipment for instructional programs involving ELLs;
- Works with ELLs assisting in completing assignments and projects;
- Operates copier in reproducing ELL records;
- Maintains records, files, reports and statistics of ELLs;
- Provides academic support for ELLs in mainstream classes and/or in ESOL resource classes;
- Performs related duties as required or assigned.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

School Principal or Administrator

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED; and
- Successfully pass Educational Testing Service Paraprofessional Assessment Test; and complete 42 14 hours of approved in-service in Paraprofessional Training Components; or successfully complete a minimum of 48 semester college hours or Associate's degree.

Preferred:

Speak and write fluently in the targeted language* as well as in the English language.

*Targeted language is the one spoken by 15 of the English Language Learners in the school where the position is.

Physical Demands:

Communicate using speech, hearing and vision skills. Work inside and outside with ELLs and teachers of ELLs. 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**

Program Assistant I

Reports to: Marine Science Instructor	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: July 24, 2014	Job Code: 15010
Position #: 50201	Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that 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.

- Assist the teacher of the Navarre Beach Marine Science Station with: networking, fundraising, budget reporting, monitoring of expenditures, creation of marketing tools and press releases, working within the guidelines of a non-profit and any other tasks that the Director requires.
- Establish lines of communication between Santa Rosa County and the Santa Rosa County School District, so that the Station follows proper procedures re: daily operations, reports, fundraising and budgeting. Attend meetings and give presentations on behalf of the Station when required.
- Establish and maintain a reporting system to inform all necessary parties of station activities.
- Assist in developing marketing materials and presentations for the Station.
- Maintain records for the retrieval of information.
- Maintain confidentiality of discussions and records.
- Provide exemplary customer service in the application of interpersonal skills.
- Diligently oversee compliance with non-profit organization rules and regulations.
- Assist with student transportation when necessary.
- Perform other incidental tasks consistent with the goals and objectives of the Navarre Beach Marine Science Station.

Supervision Received:

Director, Navarre Beach Marine Science Station

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Minimum of 40-5 years experience in setting up and running a business.
- Minimum of 5-3 years experience in non-profit agencies.
- Minimum of 40-5 years experience in marketing and public relations work in the public sector.
- Graduation from high school or GED

Preferred:

N/A

Physical Demands:

Light work: exerting up to twenty pounds of force as frequently as needed to move objects. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Limited – Grant Funded

Part-time not to exceed 17 hours per week

No Benefits

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 Computer Programmer/Systems Analyst

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: July 24, 2014	Job Code: 11040
Position #: 44150	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.

- Designs new or modifies systems to be effective, logical, well structured and maintainable to solve identified problems;
- Analyses systems with problems and establishes functional requirements;
- Develops accurate time/cost estimate;
- Produces accurate development plans and projects status and completion schedules;
- Works with user personnel determining needs, defining feasible solutions and producing quality results; Designs various forms used to collect data and distribute information;
- Coordinates and directs work of other programmer/analyst on various projects;
- Performs record management, including distribution and use of reports;
- Develops manuals to communicate system procedures;
- Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;
- Participates in evaluation of equipment and defines standards for equipment selection;
- Interfaces with data processing to coordinate the development of systems whenever computer oriented systems have been selected;
- Reviews and submits recommendations for improvement to systems;
- Provides written and oral review reports of activities to management;
- Develops manuals to communicate system procedures and cost calculation studies;
- Maintains current knowledge of standard language, coding methods and operations requirements;
- Performs other duties as required or assigned.

Supervision Received:

Data Processing Manager
Department Manager or Administrator

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from a four year college with a Bachelor's Degree in Systems Science or related field.
- Two years experience with major software development projects in an IBM mainframe or Windows Client Server computer environment

Preferred:

Operation of computers.

Physical Demands:

Requires sitting for long periods of time designing programs; must be able to visit office work sites to study computer problems and system operations. Inside, exposure to noise associated with computer 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**

Software Support Technician I

Reports to: Data Processing Manager	FLSA Status: Non-Exempt
Department: Data Processing	Prepared by: Human Resources
Date: July 24, 2014	Job Code: 11040
Position #: 44123	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.

- Assist the District Technical Support staff with software support related issues at all school sites;
- Troubleshoot software issues on teacher and student computers;
- Install server based software as instructed by District level staff members;
- Install workstation operating systems and software;
- Assist School level contacts with support issues related to instructional software;
- Install new software version, patches, fixes and upgrades;
- Help troubleshoot network Instructional software problems;
- Provide support for all teacher and student workstations;
- 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.
- One year of technical courses in application systems, computer repair, computer programming.
- One year experience in the support of computer software in a network environment.

Preferred:

Must include working knowledge of the following:

- ~~Windows 95, 98, ME and XP~~
- ~~NT 4.0 backup procedures~~
- Current Windows desktop operating systems
- Current Windows server operating systems
- Accelerated Reader
- Success Maker software
- Symantec Ghost
- Computer Associates eTrust
- Computer operational setup
- UPS operational setup

Physical Demands:

Heavy and moderate lifting, and carrying equipment weighting up to 50 pounds; reaching above shoulder; manual dexterity for testing equipment; good vision; distinguish basic colors; good hearing; walking; standing; bending; stooping. Inside school building; 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**

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: July 24, 2014	Job Code: TBA

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 in any elementary instructional area. ~~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: July 24, 2014	Job Code: TBA

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.