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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** CONNI CARNLEY  
ASST. SUPT./HUMAN RESOURCES

**SUBJECT:** JOB DESCRIPTIONS

**DATE:** 06/11/15

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We are requesting approval of the attached job descriptions:

1. Principal of Santa Rosa Blended Academy
2. Teacher on Special Assignment for Navarre Marine Science Station

If you have any questions concerning these job descriptions, please call Bill Emerson at 983-5040.

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

**Principal of Santa Rosa Blended Academy**

<b>Reports to:</b> Assistant Superintendent of Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 11, 2015	<b>Job Code:</b> 15051

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

- Develop and implement recordkeeping procedures to keep data required by statutes for virtual education and home education programs.
- Prepare all required reports and maintain appropriate records for approval in virtual education and home education programs.
- Coordinate/direct and oversee implementation of budgets for virtual education and home education programs.
- Update principals, assistant principals, grade level directors, and other appropriate personnel through curriculum contact meetings.
- Provide accurate child count data, FTE projections and verification as required by local, state and federal policies and procedures.
- Provide liaison services to schools, district staff, school board, and the state Department of Education regarding all aspects of virtual education and home education programs.
- Recruit, train, and supervise all virtual education instructors employed by the district.
- Develop and maintain appropriate school board and Student Progression Plan policies for virtual education program and home education program.
- Act as a liaison to the Florida Department of Juvenile Justice (DJJ).
- Promote and support professional growth for self and others.
- Coordinate with assessment department to administer required state assessments to all students involved with virtual education and home education programs.
- Coordinate staff development activities and technology training based on identified needs.
- Assure accurate manual and automated data regarding students and staff.
- Assist in the supervision of the inventory and distribution of testing supplies, equipment and materials.
- Work with all other district programs to ensure the delivery of virtual education and home education services to identified students and parents.
- Provide technical assistance to schools and the district related to virtual instruction and home education.
- Consult and assist virtual school and home education parents.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues. Perform other such duties as may be assigned by the Assistant Superintendent, Superintendent, or the Board.
- Provide leadership in implementing the Code of Ethics and Principles of Professional Conduct.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent of Curriculum & Instruction

**Supervision Exercised:**

Instructors employed for the purpose of delivering instruction through Santa Rosa Virtual School and other newly developed virtual opportunities.

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida Level II certificate as School Principal.
3. Minimum of eight years' successful experience in public school education.
4. Successful completion of the Potential School Leaders (PSL) Program, Potential Candidate Training (PCT) Program, an administrative internship, and/or other administrative experience.

**Preferred:**

Three years' experience as an Assistant Principal, a documented history of successful experiences utilizing or innovating technology rich programs.

**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 Administrative Compensation Plan

12 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**

**Teacher on Special Assignment for the Navarre Marine Science Station**

<b>Reports to:</b> Assistant Superintendent of Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 11, 2015	<b>Job Code:</b> 20337

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

- Instruct two dual enrollment courses each semester through Pensacola State College at the Navarre Beach Marine Science Station.
- Design, develop, instruct, and evaluate the impact of lessons in marine science concepts for elementary students in a hands-on, interactive environment located at the Navarre Beach Marine Science Station.
- Schedule and facilitate field trips for elementary students.
- Facilitate the student recruitment for the dual enrollment courses at district high schools.
- Identify, analyze, and propose solutions for problems encountered in the Navarre Beach Marine Science Station program.
- Serve as liaison between the Navarre Beach Marine Science Station, the Santa Rosa School District, and applicable local, state and federal entities.
- Organize, plan, implement, and provide in-service activities for teachers who attend field trips to the Navarre Beach Marine Science Station.
- Develop and maintain the Navarre Beach Marine Science Station budget.
- Ensure appropriate budgetary record keeping.
- Prepare and submit required reports and maintain appropriate records.
- Provide liaison services to schools, district staff, school board, and the state Department of Education regarding all aspects of the science education program.
- Assist the Coordinator of Math and Science in analyzing district/school science data.
- Assist in developing and providing appropriate science in-service activities.
- Instruct/support teachers and administrators in the implementation of the Florida State Standards.
- Assist in providing support to enhance the effectiveness of school-based science teachers.
- Visit school sites to verify understanding and implementation of the Florida State Standards and assess school needs.
- Assist in coordinating district and school-based in-service activities in compliance with the district 6-12 transition to the Florida State Standards.
- Assist in evaluation of all science related activities.
- Collaborate in the development of science resources.
- Participate in activities for continued professional growth.
- Provide own method of transportation to various locations when required.
- Assist in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites.
- Perform other related duties as required.

**Supervision Received:**

Assistant Superintendent of Curriculum & Instruction

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution
2. Currently holds or eligible for Florida teaching certificate in Marine Science
3. Eligible to teach identified dual enrollment courses through Pensacola State College
4. Five (5) years of successful teaching experience in science education

**Preferred:**

Previous experience with program planning and development, administration of budget, program evaluation and delivery of professional development

**Physical Demands:**

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

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

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

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