

**School District of Santa Rosa County**

**Job Description**

**Teacher on Special Assignment for School Group Coordinator for the Navarre Beach  
Marine Science Station**

**Reports to:** ~~Assistant Superintendent of Curriculum & Instruction~~ Coordinator of Math and Science

**FLSA Status:** Exempt

**Department:** ~~Curriculum, Instruction & Assessment~~ Math and Science

**Prepared by:** Human Resources

**Date:** June 18, 2020

**Job Code:** 20338

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

- To 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.
- Schedules and facilitates field trips for elementary students.
- Identifies, analyzes, and proposes solutions for problems encountered in the Navarre Beach Marine Science Station program.
- Serves as liaison between the Navarre Beach Marine Science Station, the Santa Rosa School District, and applicable local, state and federal entities.
- Organizes, plans, implements, and provides in-service activities for teachers who attend field trips to the Navarre Beach Marine Science Station.
- Prepare and submit required reports and maintain appropriate records.
- Participates in activities for continued professional growth
- Performs other related duties as required

**Supervision Received:**

Assistant Superintendent of Curriculum & Instruction

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

Bachelor's degree or higher from an accredited educational institution

Currently holds or eligible for Florida teaching certificate in Marine Science or Biology

**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 Instructional Compensation Plan

Teacher position paid from the instructional salary schedule from funding generated by school group visits to the Navarre Beach Marine Science Station and/or Grants.

**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.