

Santa Rosa County District Schools

Job Description

Homeless Education Teacher/Visiting Teacher

Reports To: Director of Federal Programs
FLSA Status: Exempt
Department: Federal Programs
Prepared by: Human Resources
Date: August 19, 2021
Job Code: 20061

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- As needed, provides one-on-one and small group intervention and tutoring at school locations
- Maintains accurate records of student's academic progress for monthly meetings with McKinney-Vento Team
- Assists students in adjusting to school and transitioning to post-secondary education
- Participates with other members of the student's personnel team in Multi-tiered System of Support, Integrated Service Team and Truancy Intervention Plan meetings
- Works with school guidance counselors to establish a schedule for regular student meetings
- Collaborates with McKinney-Vento Social Workers to establish priorities for schedules.
- Provides own method of transportation to various locations when required
- Encourages students to set and maintain appropriate standards of classroom behavior
- Implements the school's and district's philosophy of education and instructional goals and objectives
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures, and regulations
- Assists in upholding and enforcing administrative procedures, regulations, and applicable policies
- Establishes and maintains cooperative relations with students, faculty, staff, and parents
- Attends and participates in staff meetings when applicable
- Assumes the responsibility to maintain a valid Florida teacher's certificate
- Performs other tasks and responsibilities as assigned
- Confers with students and parents when required or reasonably requested to do so

Supervision Received:

Director of Federal Programs

Supervision Exercised:

NA

Minimum Qualifications & Skills:

- Bachelor's degree or higher from an accredited institution
- Currently hold or eligible for a Florida Teaching Certificate and/or ESE Certification K-12
- Travel is required

Preferred Qualifications & Skills:

NA

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
Instructional Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays