

Santa Rosa County District Schools

Job Description

Teacher on Special Assignment for Home Education

Reports To: School Principal
FLSA Status: Exempt
Department: School Based
Prepared by: Human Resources
Date: August 19, 2021
Job Code: 20072

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:

- Maintains a working knowledge of state home education law, policies, and procedures, including compulsory school attendance laws
- Ensures home education portfolio reviews follow state and district rules and regulations
- Demonstrates knowledge and effective use of designated electronic IEP system to document services and support for students with specialized instruction
- Schedules and facilitates annual home education portfolio review meetings
- Collaborates with the administrator to conduct periodic internal home education program reviews
- Serves as the information liaison between parents, school administration, teachers and students facilitating positive, timely and accurate communication in maintaining the home education portfolio development and implementation process
- Serves as liaison between the home and the school district when follow-ups are necessary, e.g., follow-up portfolio reviews
- Assists students in adjusting to home education and/or transitioning back to a brick and mortar setting
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures, and regulations
- Exhibits strength in professionalism and communication skills
- Assumes the responsibility to maintain a valid Florida teacher's certificate
- Provides own method of transportation to various locations, when required
- Performs other duties, as assigned

Supervision Received:

Supervisor/s – School Administration

Supervision Exercised:

NA

Minimum Qualifications & Skills:

- Bachelor's degree or higher from an accredited institution
- Currently hold or eligible for Florida teaching certificate or appropriate license

Preferred Qualifications & Skills:

- Highly qualified
- Five years of classroom teaching experience

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