

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

Teacher on Special Assignment for Director of the Navarre Beach Marine Science Station

Reports to: Assistant Superintendent of Curriculum & Instruction	FLSA Status: Exempt
Department: Curriculum, Instruction & Assessment	Prepared by: Human Resources
Date: July 20, 2017	Job Code: 20337

Principal Duties and Responsibilities (Essential Functions):

- Instruct dual enrollment courses each semester through Pensacola State College or high school science courses at the Navarre Beach Marine Science Station as assigned.
- 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.
- Facilitates the student recruitment for the dual enrollment courses at district high schools.
- 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.
- Develop and maintain the Navarre Beach Marine Science Station budget.
- Insure appropriate budgetary record keeping.
- Prepare and submit required reports and maintain appropriate records.
- Seek and maintain outside funding opportunities through grant writing, hosting school group field trips, summer camps, and after hours programming.
- Participates in activities for continued professional growth
- 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 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 Instructional Compensation Plan.

Teacher position paid from the instructional 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.