

- Assists in the orientation of new faculty/staff members
- Assists parents in scheduling teacher conferences
- Provides input in the development of curriculum
- Coordinates the proper maintenance of student records as required by applicable policies, regulations and procedures
- Coordinates and administers a variety of standardized tests and interprets tests results to parents, students, and other school staff
- Attends and participates in faculty meetings
- Administers ability and achievement tests as needed
- Accepts responsibility for co- and/or extra-curricular activities as assigned
- Establishes and maintains cooperative relations with students, faculty, staff, and parents
- Performs other incidental tasks consistent with the goals and objectives of the position
- Assumes professional responsibility and attends professional meetings and staff development activities
- Assumes the responsibility to maintain a valid Florida teacher certificate and engage in continuing improvement of performed knowledge and skills
- Provides own method of transportation to various locations when required
- Adhere to and implement District Guidance Plan/Program
- Other duties as assigned by immediate supervisor or principal

TERMS OF

EMPLOYMENT: 196 days
7.75 hrs per day

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

ENVIRONMENTAL: Activities occur inside and outside: subject to indoor and outdoor environmental conditions

PHYSICAL

REQUIREMENTS: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

EQUIPMENT: Audio-visual equipment, computers

SUPERVISION

CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision