

# SCHOOL DISTRICT OF JACKSON COUNTY

## JOB DESCRIPTION

### LEAD TEACHER AT JACKSON COUNTY SCHOOL AT SUNLAND

#### QUALIFICATIONS:

- (1) At the minimum, a Master's Degree (in an educational field) from an accredited educational institution
- (2) Certified by the State of Florida  
(Certification in ESE, Guidance and/or Educational Leadership preferred)
- (3) Minimum five (5) years successful teaching experience

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate skills in planning, organizing and communication (written and oral)
- Ability to collect, analyze and interpret data
- Ability to work collaboratively with others
- Ability to read, interpret and adhere to District, State and Federal guidelines/mandates

#### REPORTS TO:

Director of Career and Adult Education

#### JOB GOAL

To provide assistance and direction for faculty and staff in providing appropriate educational activities for Adults with Disabilities in both the residential and community day programs served at Jackson County School at Sunland.

#### SUPERVISES:

Faculty and Staff at Jackson County School @ Sunland as directed by supervisor

#### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as Liaison between the Jackson County School District and Sunland
- (2) Work with Director of Career and Adult Education and Director of Federal Programs to insure District, State and Federal requirements are met
- (3) Plan and implement appropriate professional development
- (4) Provide collegial support to faculty and staff
- (5) Facilitate attendance for required Active Treatment and Individual Program Plan meetings
- (6) Maintain required data for Sunland residents enrolled in JCS@ Sunland
- (7) Conducts annual job performance evaluations of JCS@ Sunland faculty and staff as directed by supervisor
- (8) Develops/updates guides, manuals or other support materials as necessary
- (9) Interact with District and Sunland officials to enhance understanding of program and to provide assistance for students

- (10) Assist in the acquisition of appropriate instructional materials, supplies and manipulatives
- (11) Assist school personnel in the collection and analysis of data for assessment, evaluation and decision-making
- (12) Perform other incidental tasks consistent with the goals and objectives of this position
- (13) Other duties assigned by immediate supervisor, district superintendent/deputy superintendent.

**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.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation Plan, Instructional Salary Schedule

11 Month (226 days)

7.75 hours/day (at the request and approval of the Superintendent, additional time, paid hourly according to contract, may be assigned)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel