

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### TEACHER, CAREER AND TECHNICAL EDUCATION

**QUALIFICATIONS:**

- (1) Bachelor's Degree or advanced degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.

OR

- (1) Work experience and/or license that qualifies the applicant to receive a district-issued certificate through the guidelines as allowed by F.S. 1012.39 and outlined in CTE Curriculum Frameworks or the Course Code Directory

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development and especially of characteristics of students in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

**REPORTS TO:**

Principal

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| <b>JOB GOAL</b> |
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| <p>To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with District philosophy, goals, and objectives.</p> |
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES**

- (1) Establish long and short range plans based on student needs and District and state curriculum requirements.
- (2) Select, develop, or modify instructional materials to enhance learning and meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- (3) Plan and prepare work for students which is clear, compelling, and engaging.

**Board Approved April 20, 1998**

**Amendments Board Approved April 15, 2003, June 18, 2013, August 2, 2016**

**TEACHER (Continued)**

- (4) Plan and prepare lessons and instructional delivery systems which include clear links to the school improvement plan and the District mission.
- (5) Plan and prepare instructional strategies that contribute to a climate where students are actively engaged in meaningful learning experiences.
- (6) Assist in preparing for changing curriculum needs and continuous improvement.
- (7) Maintain a positive, organized, and safe learning environment.
- (8) Manage time effectively.
- (9) Manage materials and equipment effectively.
- (10) Instruct and supervise the work of volunteers and aides when assigned.
- (11) Establish and maintain effective and efficient record keeping procedures.
- (12) Use appropriate student behavior management techniques.
- (13) Assist in enforcement of school rules, administrative regulations, and Board policy.
- (14) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- (15) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- (16) Demonstrate knowledge and understanding of curriculum content.
- (17) Apply principles of learning and effective teaching in instructional delivery.
- (18) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- (19) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- (20) Use appropriate materials, technology, and resources to help meet learning needs of all students.
- (21) Provide appropriate instruction and modifications for students with special needs.
- (22) Provide quality work for students, focused on meaningful, relevant, and engaging learning experiences.
- (23) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- (24) Provide instruction on safety procedures and proper handling of materials and equipment.
- (25) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- (26) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- (27) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting students needs.
- (28) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- (29) Engage in continuing improvement of professional knowledge and skills.
- (30) Adhere to ethical standards of the education profession.
- (31) Carry out professional responsibilities.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.
- (33) Other duties as assigned by immediate supervisor or principal.

**TEACHER** (Continued)

**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

196 days

7.75 hours per day

**EVALUATION:**

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