

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

<b>GRADUATION ENHANCEMENT RESOURCE TEACHER</b>		
Salary Schedule: Instructional 55	Number of Work Days as Contracted Daily Work Hours: 7.5	FLSA Status - Exempt

**JOB GOAL:** Responsible for providing an educational atmosphere where at-risk students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District policies and state laws

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree from an accredited institution
2. Valid Florida Educator's Professional Certificate in a coverage at the appropriate level of instruction
3. Experience working with students who have been identified as at-risk
4. Experience in successfully integrating technology into classroom instruction

**DESIRED QUALIFICATIONS:**

1. Master's degree from an accredited institution
2. Experience in a like position
3. Minimum of three years of successful K-12 classroom teaching experience
4. Professional development in the areas of:
  - a. Research-based exemplary practices in curriculum, instruction, and assessment
  - b. Communication skills
  - c. Monitoring for student achievement
  - d. Student and parent conferencing skills

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Exhibit knowledge of standards-based curriculum and instructional programs and best practices for middle and high school levels
2. Highly skilled at implementing exemplary educational practices resulting in demonstrated student achievement gains
3. Ability to use effective strategies in differentiating instruction
4. Demonstrate effective data-based problem-solving skills
5. Demonstrate operational knowledge of Internet and Web-related technologies
6. Ability to integrate technology in classroom instruction
7. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
8. Ability to establish and maintain collaborative working relationships with all stakeholders
9. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

**REPORTS TO:** Site Administrator

## **PERFORMANCE RESPONSIBILITIES:**

### **Planning**

1. Develop, implement, and evaluate the curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals
2. Assist the principal and guidance counselor with student placement
3. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner

### **Programming**

1. Assist students with setting short term and long term learning objectives to meet deadlines for completing assignments
2. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
3. Orient students to instructional programs, including online credit recovery programs, virtual courses, and other software programs
4. Provide instructional support, coaching, and interventions to assist students in the completion of online and classroom curriculum
5. Provide differentiated instruction to meet the needs of all students
6. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
7. Assist in the administration of required assessments, as assigned by the site administrator
8. Use a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
9. Assist students and parents with technical support requests relating to online course interface and student information systems
10. Escalate requests for technical support in a timely manner

### **Professional Development**

1. Demonstrate continued professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature
2. Assist with school-wide data analysis, as part of a professional development needs assessment
3. Participate in teacher induction training as scheduled by the site administrator
4. Attend all meetings required by the site administrator
5. Maintain contact with other instructional staff

### **Public Relations**

1. Demonstrate effective communication skills and tools matched to the needs of various audiences and purposes
2. Clearly articulate deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies
4. Work with all stakeholders in a positive, proactive manner
5. Collaborate with the instructional team concerning student educational needs as requested
6. Provide a positive environment in which students are encouraged to interact while

7. Participate in community-based extracurricular activities as requested

**Monitoring and Reporting**

1. Evaluate student performance on a regular basis and provide feedback to students and parents
2. Monitor student academic performance and use data to develop a plan for intervention, when needed
3. Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
4. Assume responsibility for meeting his/her course and school-wide student performance goals
5. Refer students who are not complying with course or program policies to the appropriate staff for necessary interventions
6. Complete appropriate reports for local, state, federal and educational agencies
7. Maintain effective and efficient recordkeeping procedures
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact

**Leadership**

1. Support and assist in implementing the district vision, school mission and school improvement plan
2. Demonstrate knowledge, skills and disposition of a change agent
3. Apply the process and principles of change toward improved educational practice

**Other**

1. Perform other duties as assigned