

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

GRADUATION ENHANCEMENT TEACHER

Salary Schedule: Instructional 55	Number of Work Days as Contracted – 10 month Daily Work Hours: 7.5*	FLSA Status - Exempt
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JOB GOAL: Responsible for providing an educational atmosphere where at-risk students have the opportunity to fulfill their potential for intellectual, emotional-behavioral, 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 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
5. Experience in intensive classroom behavioral interventions

DESIRED QUALIFICATIONS:

1. Master’s degree from an accredited institution
2. Minimum of three years of successful K-12 classroom teaching experience
3. 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
 - e. The use of technology into classroom instruction
 - f. Behavior Management strategies

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Exhibit knowledge of standards-based curriculum, instructional programs and best practices for middle and high school levels
2. Highly skilled at implementing exemplary educational practices resulting in demonstrated student academic 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-based related technologies
6. Ability to effectively integrate technology for classroom instruction and assessment
7. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
8. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

9. Ability to establish and maintain collaborative working relationships with all stakeholders
10. Ability to assess and evaluate student performance to provide results to students and parents in a variety of ways

REPORTS TO: Site Administrator

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

Planning

1. Develop, implement, and evaluate student curricula, schedule, philosophy, goals, and objectives reflecting school, District and state goals
2. Assist the principal and guidance counselor with student placement activities consistent with the concepts of continuous progress and continuity of caring
3. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
4. Assist the principal or designee with program design for parental support and education
5. Develop, implement, and evaluate individual, classroom and school-wide behavior management systems

Programming

1. Deliver comprehensive instructional program through a team approach in a holistic, integrated style to meet the needs of all students
2. Implement effective instructional learning activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
3. Assist students with setting short term and long term learning objectives
4. Prepare lesson plans for each group or class assigned
5. Provide instructional academic interventions with emphasis on differentiated instruction to assist students in the completion of assignments
6. Use formative and summative assessments to differentiate and improve classroom instructional practices and strategies
7. Assist in the administration of required assessments, as assigned by the site administrator
8. Utilize varied instructional techniques, media, and technology through individual and/or group sessions designed to meet the educational, social, and emotional needs of the students
9. Use a variety of technology resources to develop and complete instructional and administrative tasks
10. Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities
11. Participate in the in-school staffing and intervention team processes as appropriate
12. Assist in upholding and enforcing school rules, administrative regulations, and school board policies
13. Assist in the selection of books, technology equipment, and other instructional materials

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. Use a variety of assessments to determine students' appropriate educational services
4. Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
5. Refer students who are not complying with school rules to the appropriate staff for necessary interventions, when classroom interventions are not successful
6. Complete appropriate reports for local, state, federal and educational agencies
7. Maintain effective and efficient recordkeeping procedures including records of parent and student contact
8. Meet program expectations for progress monitoring and parent/student communication
9. Assist in the evaluation of educational programs and services

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. Attend all meetings required by the site administrator or program supervisor

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
3. Provide direct consultation and guidance to students and parents on matters relating to academic needs and learning strategies to enhance student academic achievement
4. Work with all stakeholders in a positive and proactive manner
5. Collaborate with the instructional team concerning student educational or socio-emotional needs as requested
6. Provide a positive environment in which students are encouraged to interact while respecting the value of individual contributions and points of view
7. Participate in community-based extracurricular activities as requested

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

*Graduation Enhancement Teachers at alternative schools will work 8 hours.

**For positions that require a district-issued vocational certificate, a bachelors degree may not be required.