

JOB TITLE: TEACHER OF BASIC EDUCATION (SUMMER ACADEMIC PROGRAM)
Revised 6/29/93

JOB DESCRIPTION:

This employee is responsible for organizing and implementing an instructional program for students in the summer program.

Duties of this position include but are not limited to:

1. **Planning:**
 - a. Planning the summer classroom program so that it is consistent with the program as designed in the Summer School Manual.
 - b. Working in coordination with other teachers in planning and developing the summer program.

2. **Programming:**
 - a. Preparing educational plans for each group of students based on assessed needs in accordance with the philosophy, goals, and objectives of the summer school program.
 - b. Using appropriate assessment techniques pertinent to instructional areas to assess student progress.
 - c. Preparing lesson plans that reflect continued progress for each group or class assigned.

3. **Monitoring and Reporting:**
 - a. Ensuring that each student in the program has necessary evaluation records in his/her permanent folder.
 - b. Supplying reports to school personnel and to parents of students as necessary and requested.
 - c. Other responsibilities as directed by his/her immediate supervisor.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree.
2. Valid Florida Educator's Certificate in area of requested teaching assignment.
3. Reappointed for employment in Pasco County for the next school year.

DESIRED QUALIFICATIONS:

As outlined in the summer school manual for the appropriate level (i.e., elementary, middle, high school).