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).