

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Teacher On Special Assignment Adult Education

## GENERAL DESCRIPTION

The essential function of the position within the organization is to provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. The Instructor organizes and implements an instructional program that results in students achieving academic success in accordance with State policies and laws.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

1. Plan, prepare, and implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
2. Identify, select, create and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
3. Assist in assessing changing curricular needs and offer plans for improvement
4. Maintain effective and efficient record keeping procedures
5. Provide a positive environment in which students are encouraged to be actively engaged in the learning process
6. Communicate with students, parents, and internal and external professionals within established timelines
7. Collaborate with peers to enhance the instructional environment for students by participating in activities which include, but are not limited to, team teaching, meetings, staff development, communities of practice, and various committees
8. Model professional and ethical standards when dealing with students, parents, peers, and community members
9. Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
10. Establish and maintain cooperative working relationships with students, parents, schools, and colleagues measured by MCSD survey results
11. Meet specific course and school-wide student performance goals
12. Demonstrate gains in student performance
13. Participate in research and presentations about pedagogy; this may include activities such as, authoring articles, hosting workshops, sharing of information for professional growth, and student outreach events and activities
14. Participate in blended learning models, within the classroom.

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15. May be responsible for instructional tutoring

16. Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others

17. All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs complex arithmetic operations using data or information.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

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Reads complex sentences, instructions, regulations, procedures, or work orders; writes collegially and completes routine job forms and incident reports; speaks collegially using proper grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Bachelor’s Degree.

Doctoral/Masters Preferred

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

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## **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

May require experience, or a demonstration of job related experience in the targeted area of performance.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to moderate work involving standing and walking most of the time, exerting up to 30 pounds of force occasionally, and moderate dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

## **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Term of Employment:**

Annual Contract

## **Reports To:**

Building Administrator

## **Supervises:**

Classroom Assignment(s)

PAY GRADE: From: ILA01 To: ILNN03

Number of Months: Number of Days: Hours:

Exempt

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016