Coordinating Teacher – School Academies

QUALIFICATIONS

1. Master’s Degree from an accredited educational institution.
2. Certified in elementary education by the State of Florida.
3. Minimum of three years successful teaching experience.
4. Valid Florida Driver License.

Reports to: Principal  Supervisor's Superior: Area Superintendent  Supervises: N/A

Job Goal

To assist teachers and principal, in a dynamic setting, in the development and implementation of the Academies design through the coordination of curriculum, staff development, and parent/community involvement.

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate communications skills of listening, oral communication and oral presentation; demonstrate interpersonal skills and abilities; knowledge of human growth and development. Extensive knowledge of curriculum; possess technical knowledge and skills to operate computer, enter data, analyze and process information; evidence of effective decision-making skills and management skills; evidence of enthusiasm, job tolerance, initiative and strong work standards for self and others.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

1. Develop, coordinate and implement the adopted Academies philosophy and mission.
2. Participate as an active member with other faculty and staff.
3. Participate in personal professional growth that leads toward the acquisition of new skills and knowledge.
4. Develop, coordinate and implement the core components of the Academies programs to include, but not be limited to the use of technology in the instructional program, a formal thinking skills program and core school values.
5. Develop and coordinate Academies policies.
6. Participate in school governance activities.
7. Develop and implement a school/community public relations plan concerning the program, needs, and progress of the Academies.
8. Develop, coordinate and implement a parental involvement program which includes, but is not limited to participation in school governance, parenting classes, home visits and volunteer assistance in the Academies.
9. Work with District level curriculum specialists to insure the integration and coordination of the Academies program and the district's instructional program.
10. Insure that state and local accreditation standards are met through the school's curriculum.
11. Coordinate and/or provide staff development and training, including classroom demonstrations, for the implementation of the Academy curriculum.
12. Recommended curriculum adjustments to meet the special needs of individual students.
13. Coordinate the extension and enhancement of career awareness programs in the Academies that are multi-cultural and gender fair.
14. Develop a bureau of community resources and make available to teachers.
15. Work with specialty area teachers in coordinating, scheduling, and implementing programs.
16. Work with guidance counselor and other appropriate student services personnel to coordinate student services.
17. Implement and schedule all standardized testing as assigned by the principal.
18. Assist in the day to day operation of the school, including but not limited to reports, discipline, conferring with students and/or parents, scheduling, monitoring financial resources.
19. Plan, coordinate, and implement proposed and ongoing projects as assigned by the principal.
20. Demonstrate successful leadership skills.
21. Experience in curriculum development preferably with knowledge of the scope and sequence of the School Board of Brevard County, Florida.
22. Experience in working with at-risk students and their families.
23. Commitment to a core set of beliefs about teaching and learning, ongoing professional development, and active team membership.
24. Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking of students.
25. Use appropriate instruction strategies and materials that reflect each student’s culture, learning styles, special needs and socioeconomic background.
26. Fulfill the terms of any affected written contract and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
27. Assist in the enforcement of all federal, state and district regulations, policies and procedures.
28. Monitor students in a testing environment.
29. Provide outstanding customer service, and use positive interpersonal communication skills.
30. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.
31. Ensure compliance with Board rules and applicable federal laws and regulations.

**PERFORMANCE RESPONSIBILITIES:**

**OTHER DUTIES & RESPONSIBILITIES**

Perform tasks or services consistent with the job goal of this position.

**PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

**Work Environment**

Indoors. Outdoors.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Terms of Employment**

**COMPENSATION & POSITION DETAILS**

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Draft Developed By: ____________________________

**FOR HR USE ONLY:**

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NOTE: 7/13/2012 - Title change from Coordinating Teacher – Arts and Cultures Magnet; change/additions to Job Goals & Performance Resp.