

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TEACHER, VOCATIONAL- BUSINESS, DIVERSIFIED, AND PUBLIC SERVICE

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution, or verified work experience as defined and accepted by the State of Florida.
- (2) Certified according to the rules and regulations of the State of Florida in the appropriate subject area.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with students, peers, administrators, parents, and others. Ability to demonstrate specific vocational skills being taught.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, physical, emotional, and psychological growth and will be prepared for employment and post secondary education.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Plan and effectively implement instructional activities designed to achieve goals and objectives of the curriculum.
- \* (2) Provide a safe, supportive environment that stimulates academic, moral, and social growth.
- \* (3) Meet with and instruct assigned classes in the locations and at the times designated.
- \* (4) Communicate clearly and effectively in both written and oral form with students, parents, and others.
- \* (5) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \* (6) Evaluate student progress on a regular basis to include academic and social growth of students.
- \* (7) Maintain accurate, complete, and correct records as required by law, District policy, and administrative regulations.

**TEACHER, VOCATIONAL: BUSINESS, DIVERSIFIED, AND PUBLIC SERVICE (Continued)**

- \* (8) Assist in enforcement of school rules, administrative regulations, and Board policy.
- \* (9) Implement a variety of instructional techniques to meet varying learning styles of students.
- \* (10) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- \* (11) Promote and assist in student participation in official student organizations that are recognized as a vital part of the vocational program.
- \* (12) Provide students with the latest research on careers in the vocational area being taught.
- \* (13) Identify business partners and coordinate activities with business partners designed to meet curricular objectives.
- \* (14) Travel as needed to meet curricular objectives.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (16) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 10**

**Revised Board Approval 04/11/2017**