

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

OPS (Other Personnel Services)

QUALIFICATIONS:

- 1) Bachelor's degree from an accredited institution.
- 2) Florida teaching certificate or the ability to obtain certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area. Ability to work in a constant state of alertness and safe manner.

REPORTS TO:

Teacher / Principal

JOB GOAL

Perform other services as specified by school or department.

SUPERVISES:

N/A

DOE Job Code 51079

Revised Board Approval 04/11/2017