

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT BLENDED LEARNING LAB TEACHER

QUALIFICATIONS:

- (1) Bachelor's or Master's Degree, depending on specific assignment.
- (2) Certification in a core area.
- (3) Minimum of three (3) years successful experience in education.
- (4) Possess a valid Florida Drivers' License and be willing to travel daily to various school sites.

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 and educational software. Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles. Knowledge of Florida Standards and how to adapt curriculum to facilitate instruction. 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 peers, administrators and others.

REPORTS TO:

Assigned Administrator

JOB GOAL

To provide academic and behavioral support to all students and carry out the mission and goals of the school and district. To assist students as they progress through virtual classes.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide intensive, effective, goal specific small group and individualized interventions that are aligned with core instruction.
- * (2) Assume an active role in the Virtual Learning Lab meetings.
- * (3) Identify, select, create and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles and special needs.
- * (4) Work with the school team to insure maximum use of time and most effective scheduling of students.
- * (5) Prepare all required reports.
- * (6) Maintain all appropriate records.
- (7) Follow established guidelines, procedures, and policies.
- (8) 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.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

TEACHER ON SPECIAL ASSIGNMENT, BLENDED LEARNING LAB (Continued)

- * (10) Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
- * (11) Meet with and instruct assigned classes in the locations and at the times designated.
- * (12) Communicate clearly and effectively in both written and oral form with students, parents, and others within established timelines.
- * (13) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- * (14) Assist in enforcement of school rules, administrative regulations, and Board policy.
- (15) May be responsible for extra tutoring.
- (16) Participate in blended learning models, which includes both on-line and classroom instruction and interaction with students at various schools.
- (17) All work responsibilities are subject to having performance goals and/or targets established.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (19) 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 5
Lane 8 of the Instructional Salary Schedule
DOE Job Code 51090**

Board Approved May 9, 2017