

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Teacher, Business Technology Education</b>	<b>Job Code: 53002</b>
<b>Job Classification:</b>	<b>07 Regular Classroom Teachers</b>	<b>EEO Line: 29</b>
<b>Job Class Category:</b>	<b>A Instructional Personnel</b>	<b>Job Description Supplement Code: 10</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Salary Locator: Instructional Schedule</b>

### SUMMARY:

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited university, Master's degree preferred
- (2) Valid Florida Educator's Certificate with required endorsements for subject and level assigned
- (3) Highly qualified as per NCLB guidelines
- (4) Satisfactory criminal background check
- (5) ESOL Endorsement/Certification preferred

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) General knowledge of curriculum and instruction
- (4) Ability to utilize technology in facilitating instruction
- (5) Knowledge of and ability to implement the skills necessary to complete industry certification
- (6) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (7) Ability to utilize in-class assessments to shape lessons and drive instruction
- (8) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations
- (9) Proven record of achievement as evidenced by student work, learning and data
- (10) Ability to utilize student curriculum and Common Core Standards for grade levels taught and do the intellectual work needed to deliver instruction at a high level.
- (11) Strong organizational, communication and interpersonal skills
- (12) Ability to adjust tasks and schedule to changed priorities

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Create a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- (6) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (7) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (8) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

- (9) Establish a professional rapport with students that earns their respect.
- (10) Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities
- (11) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- (12) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (13) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (14) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (15) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (16) Attend required staff meetings and serve, as appropriate, on staff committees.
- (17) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (18) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (19) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (20) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (21) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (22) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (23) Communicate with parents and school counselors on pupil progress
- (24) Perform any other duties as assigned by Principal(s)

**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 PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

Adopted: June 17, 2014