

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

TEACHER, IN SCHOOL SUSPENSION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Five (5) years teaching experience preferred.
- (4) Must meet the No Child Left Behind Act regulations and requirements.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. General knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of behavior management strategies. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. 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. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal or designee

JOB GOAL

To assist students to develop appropriate behavior and to provide a positive, safe learning environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Obtain student assignments and materials.
- *(2) Maintain instructional resource materials for student use.

Administrative/Management

- *(3) Maintain a positive, organized and safe learning environment.
- *(4) Use time effectively.
- *(5) Manage materials and equipment effectively.
- *(6) Use effective student behavior management techniques.
- *(7) Enforce school rules, administrative regulations and Board policies.

TEACHER, IN SCHOOL SUSPENSION (Continued)

- * (8) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- * (9) Use technology resources effectively.
- * (10) Coordinate and monitor the work of volunteers and aides when assigned.

Assessment/Evaluation

- * (11) Establish appropriate testing environment and test security.
- * (12) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- * (13) Assist in evaluating the effectiveness of the in school suspension program.

Intervention/Direct Services

- * (14) Use behavior management strategies consistently with all students.
- * (15) Teach students that all actions have consequences.
- * (16) Help students to incorporate appropriate actions into their behavior patterns.
- * (17) Demonstrate knowledge and understanding of subject matter.
- * (18) Communicate high learning expectations for all students.
- * (19) Apply principles of learning and effective teaching in instructional delivery.
- * (20) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- * (21) Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- * (22) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- * (23) Provide instruction on safety procedures and proper handling of materials and equipment.
- * (24) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

Collaboration

- * (25) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- * (26) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- * (27) Collaborate with other professionals and parents after recognizing student distress or abuse.
- * (28) Collaborate with peers and other professionals to enhance student learning.

Staff Development

- * (29) Engage in a continuing improvement of professional skills and knowledge.
- * (30) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

Professional Responsibilities

- * (31) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- * (32) Demonstrate attention to punctuality and regular attendance.
- * (33) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- * (34) Maintain confidentiality of student and other professional information.

TEACHER, IN SCHOOL SUSPENSION (Continued)

- *(35) Comply with policies, procedures and programs.
- *(36) Exercise appropriate professional judgment.
- *(37) Support school improvement initiatives.
- *(38) Ensure that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement 04

TERMS OF EMPLOYMENT:

| | | |
|---------------|-----------|--------------------------------------|
| Instructional | Pay Grade | 196 days worked per year (10 months) |
| FLSA Exempt | | |

EVALUATION:

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