

General Education Teacher

The teacher is the most critical link between the instructional program and the students who will be served. Those employed by the Board will have completed an extensive review to ensure they meet the standards for the School both in delivery of instruction and establishment of the learning community atmosphere.

Qualifications

Bachelor's degree and valid Florida teaching certificate required for subject and grade being taught; holds a valid Florida teaching certificate with coverage other than that required under the Florida Course Code Directory and has been properly approved to teach out-of-field (allowable for one year only); or, has been properly identified as a qualified non certificated instructional personnel with expert skill or knowledge in accordance with Rule 6A-1.0502, F.A.C. ESOL, ESE, and Gifted Endorsed teachers preferred.

Terms

Teachers report to the principal; this is a 10-month position.

Duties and Responsibilities

Teachers will be expected to fulfill the role of instructional leader at all times. Effective teachers will:

- provide for the safety and welfare of any and all students of the School
- provide instruction that contributes to academic growth and positive development of students;
- demonstrate knowledge of subject matter to be taught;
- participate in professional development related to project-based learning, greenSTEAM;
- implement greenSTEAM educational program;
- assess the progress of the students assigned;
- report student progress and performance to parents at scheduled intervals and as specific individual needs arise;
- report student progress information to School officials at scheduled intervals;
- plan, organize and create a positive classroom learning environment;
- maintain discipline of students;
- establish classroom guidelines which support the policies of the school and enhance the learning environment for the students;
- follow and uphold the policies of the School and assist students with appropriate behavior and actions that reflect the policies of the School;
- organize and participate in School activities and functions which may occur outside the regular School schedule;
- collaborate with instructional staff to coordinate instructional activities and resources within and across the curriculum;
- support colleagues in the delivery of instruction as it pertains to areas of specialty;
- assist with management and supervision of students throughout the School day;
- attend scheduled staff meetings;
- attend meetings and professional development sessions as established by the School leadership;
- contribute to the learning community atmosphere of the School; and
- maintain the confidentiality of student information as required by school policy and Florida and Federal Law.

Exceptional Student Education (ESE) Teacher

The exceptional student education teacher is responsible for overseeing the ESE program for students on his/her caseload and ensuring that ESE procedures and services are implemented in accordance with the Individuals with Disabilities Education Act (IDEA), Florida statutes and rules related to ESE, and the M-DCPS ESE Policies and Procedures (SP&P) as approved by FLDOE.

Qualifications

Bachelor's degree and Florida certification in Exceptional Student Education (K-12). Master's degree and 3-5 years of experience is preferred.

Terms

Teachers report to the principal; this is a 10-month position.

Duties and Responsibilities

ESE teachers are expected to fulfill the tasks listed above for classroom teachers in addition to their responsibilities specific to ESE. Effective ESE teachers will:

- implement and follow all federal, state, and local guidelines for ESE programs;
- participate as a member of the team planning and/or conducting evaluations/reevaluations and determining eligibility for ESE services;
- plan and oversee use of assessment accommodations in accordance with students' IEPs;
- schedule, attend, and facilitate IEP team meetings in a manner that is informative and collaborative to seek the best instructional options for the student;
- coordinate annual reviews of IEPs with parents and other IEP team members;
- provide services in accordance with students' IEPs, meeting and providing instruction in the locations and at the times designated;
- maintain records of all communications regarding IEPs;
- maintain records of parent contacts;
- maintain student records as required by the School, district, state and federal law;
- report information as required by the School, district, state and federal law;
- provide progress information to parents at scheduled intervals and maintain records of such information;
- monitor student behavior and note strategies for improving student behavior;
- provide staff development to colleagues to ensure all students are being served in a manner commensurate with their needs;
- serve as the School's liaison to the community and other professionals regarding the needs of exceptional students; and
- maintain confidentiality of information regarding exceptional students including identity and IEP contents.

Gifted Teacher

The Gifted Teacher is responsible for working with other teachers to ensure students are being served. The specialist is expected to understand and demonstrate the use of the school's curriculum, student instruction and assessment to maximize educational achievement for all students; work collaboratively to assist teachers with implementing strategies for serving students who are identified as gifted.

Qualifications

Bachelor's degree from a fully accredited college or university. Possession of or eligibility for Florida Educators certificate with Gifted Endorsement.

Terms

Teachers report to principal; this is a 10-month position.

Duties and Responsibilities

- Works collaboratively with teachers in the school to ensure Educational Plans are being implemented;
- Assists teachers with differentiating instruction and strategies to meet the needs of the gifted students;
- Collects student performance data and reports progress toward EP goals;
- Schedules and conducts EP meetings with parents and appropriate school and agency personnel.
- Works with ESE Teacher to conduct eligibility determination meetings, data collection, etc.

Reading Coach

Qualifications

Bachelor's degree from an accredited college or university. Florida certification in secondary education, ESE or reading; must hold or be working towards Reading Endorsement for secondary appointment. Reading coaches are required to achieve Reading Endorsement within two (2) years of appointment. Computer skills are required for this appointment.

Terms

Teachers report to the principal; this is a 10-month position.

Duties and Responsibilities

The reading coach will meet the educational needs of the students by assisting secondary level teachers and students in the implementation of the available Reading Programs. Essential duties and responsibilities include:

- Contribute the expertise needed to prepare the school's reading program;
- Work with the school's curriculum person in planning and implementing the basic skills remediation program as determined by the Principal;
- Provide individual diagnostic testing to enable better prescriptive approaches for classroom instruction;
- Assist the school staff in organizing and managing reading skills as an integral part of all subject areas. Provide in-service training for school staff by modeling and coaching in the area of reading and on effective reading strategies for content area instruction;
- Participate in a team teaching effort with classroom teachers;
- Interpret the reading program for both parents and the community;
- Ensure student and teacher needs are being met by analyzing data regarding student reading and teacher training, and recommended steps to address those needs;
- Participate successfully in the training programs offered to increase the individual's skill and proficiency related to assignments;
- Review current developments, literature and technical sources of information related to job responsibility;
- Perform other duties as assigned by the principal or designee

Teaching Assistant/Paraprofessional

Major Function

All paraprofessionals originally hired after January 8, 2002 shall meet the requirements of a “Highly Qualified” paraprofessional aide as described in Title I of the Elementary and Secondary Education act.

- This job description describes in general terms the normal duties that the assistant will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the job.
- Special education assistants work under the overall supervision of the principal with direct supervision provided by special education teachers. They are employed when required to implement special education or related services for a class and/or to provide direct assistance to students. Their duties will vary depending upon the age of students served as well as the nature and severity of the student’s disabilities.

Teaching and Learning

- Assist in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers.
- Assist in the implementation of Individual Education Plans for the students and monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
- Assist classroom teachers with maintaining student records.
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills.

Administrative Duties

- Assist in the preparation and display of student work.
- Assist classroom teachers with copying items to support teaching.

Standards and Quality Assurance

- Be at least 18 years of age, have a high school diploma, be capable of physically assisting students with special needs as required (positioning, lifting, transferring, restraining, etc.), demonstrated ability to work effectively under the direction of others, demonstrated ability to work cooperatively with others, willingness to assume any responsibilities appropriate for the position. Support the Mission Statement of the school, behave and speak in a professional manner at all times, set a good example in terms of dress, punctuality, and attendance. Attend staff and team meetings.

English Language Learners (ELL) Teacher

Qualifications

State of Florida ESOL Endorsement.

Terms

Teachers report to the principal; this is a 10-month position.

Duties and Responsibilities

ELL teachers are expected to fulfill the tasks listed above for classroom teachers in addition to their responsibilities specific to ELL. Effective ELL teachers will:

- serve as a liaison between the students, teachers, staff members and families of ELL students;
- administer specialized assessments for ELL students and provide assistance with interpretation to family members and School staff;
- screen Home Language Surveys;
- conduct assessment of eligibility in the ELL program;
- create a learning community environment that is conducive to learning and provides social and emotional support for English Language Learners;
- assess the progress of English Language Learners; provide progress reports and communicate information with parents in their native language;
- attend IEP meetings for students with disabilities who are English Language Learners;
- monitor learning community to determine student achievement and provide translators as needed; and
- provide professional development to School staff regarding cultural and language differences.

Substitute Teachers

Substitute teachers will be employed at True North Classical School High School in the event a teacher is unable to attend School to fulfill the teacher's role. Persons employed in this position will have successfully met the employment criteria established by the Board and Florida law. A substitute teacher will be called on an as need basis. The job description for the substitute teacher includes but is not limited to the following:

- follow all policies and procedures as established by the Board for the School
- maintain discipline of students;
- maintain an environment that promotes the safety and welfare of students;
- report to School leadership any behavior, activity or concern deemed as threatening or compromising to the safety and welfare of students;
- manage the assigned classroom and provide instruction as prepared by the classroom teacher;
- promote active learning in the assigned classroom;
- work with students to assist and reinforce instructional objectives as established in the teacher's lesson plan;
- seek input from colleagues as needed to ensure effective delivery of instruction and to maintain classroom environment;
- maintain attendance records and other data as directed by the teacher and leadership of the School; and
- perform other duties as assigned by the School leadership.

Office/Business Manager

Major Function

Manages financial and bookkeeping aspects of school functions, including financial reporting, purchasing, and contract management.

Qualifications

Must possess a four-year degree from an accredited institution in a relevant field and have financial management background or prior experience in an operations manager position. Must show demonstrated ability in data management and presentation.

- Coordinates all financial transactions, including revenue activities, expenditures, record keeping, financial reporting, audit oversight, district billing, bank reconciliations, etc.
- coordinates all administrative transactions, including the provisions of personnel services, record keeping, reporting, inventory, purchasing, etc.;
- coordinates the collection of any data required for the preparation of reports to the District and to the Governing Board;
- tracks the variance between budget predictions and actual conditions;
- attends weekly meetings with the school principal to monitor the budget;
- attends weekly conference with school treasurer to monitor the budget;
- produces monthly budget variance reports that compare projected budget estimates to actual financial conditions and provides full-year forecasts based upon each monthly budget variance report that show whether the school is over or under budget;
- presents the monthly budget reports/budget variance reports at the Governing Board monthly meeting;
- prepares materials in conjunction with the principal for governing board meetings;
- serves as liaison to the governing board and treasurer of the governing board; and
- manages facility maintenance and daily operations including custodial staff, student meal counts/billing and student transportation.

Data Clerk/Registrar

Qualifications

Graduation from a standard high school or possession of a GED, and an Associate's Degree from an accredited institution or two (2) years of progressively responsible clerical office experience. Must be computer proficient and either have completed or willing to complete training with SASI. Able to type at least 30 words per minute.

Terms

Reports to Principal or Assistant Principal (after year 2). Hourly

Duties and Responsibilities

- Utilizes computer for data/entry retrieval and to produce lists and generate reports;
- Proofreads material and corrects errors;
- Prepares or assists in the preparation of specialized reports such as FTE, fall survey, and/or economic survey, which may require statistical compilation and mathematical calculations;
- Performs clerical and data entry activities related to preparation and maintenance of master schedule;
- Maintains student information for school records and as source data for FTE reporting;
- Audits FTE reports and makes corrections as needed;
- Processes monthly attendance sheets and paperwork to add or drop classes and students;
- Performs a wide variety of other clerical duties such as greeting visitors, signing in parents and tardy students, maintaining records and files, answering telephone, typing or word processing and distributing mail;
- Completes lunch counts daily and order lunches for students;
- Enters volunteer background check information into computer system and periodically checks for clearance; and
- Performs related work as required