



JOB TITLE	DEPARTMENT	REPORTS TO
Intern to Teacher	School Based	Principal/Director

Position No: 51XXX, 52XXX, 53XXX	Length of Work Year: 10, 11, or 12 Months
Salary Schedule: IN10, IN11, IN12	Date Approved: 12/13/16
FSLA: Exempt	Date Revised: 6/26/18

JOB GOAL
To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

MINIMUM QUALIFICATIONS

1. Bachelor's degree candidate who has completed coursework and/or with degree conferral and placement on transcript pending.
2. Eligible for Florida certification in the area to be taught or pending eligibility.
3. If hired, must obtain certification within 120 days of employment.
4. Good moral character.

DUTIES AND RESPONSIBILITIES

1. Meets and instructs assigned classes in the assigned locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
12. Assists the administration in implementing all policies and/or rules governing student life and conduct; and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
13. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and serves on staff committees as required.
16. Performs other duties as assigned by the principal.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.