



JOB TITLE	DEPARTMENT	REPORTS TO
21 <sup>st</sup> Century Summer School Teacher	School Based	Summer School Administrator

<b>Position No:</b> 51068	<b>Length of Work Year:</b> Summer School
<b>Salary Schedule:</b> Regular Rate of Pay	<b>Date Approved:</b> 4/11/17
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To facilitate students in learning subject matter, concepts, and skills that will contribute to their development as mature, productive and responsible adults.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Certification and/or Endorsement in the appropriate area required for assignment. Instructional Staff applications and appointments to Summer School Programs are contingent upon the employee being recommended for re-appointment for the upcoming school year. Instructional staff not recommended for reappointment will be removed from the Summer School Programs eligibility lists.</li> <li>2. Submittal of a 21st Century Summer Camp application to the Human Resources Department within the advertisement period.</li> <li>3. Recent experience with the 21st Century Program within the current grant cycle.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Plans a program of study that meets the individual needs, interest, and abilities of all students.</li> <li>2. Prepares and maintains lesson plans for classes assigned and shows written evidence of preparation upon request of supervisor.</li> <li>3. Employs a variety of instructional techniques.</li> <li>4. Guides the learning process toward the achievement of curriculum goals, establishes clear objectives for all lessons, units, projects, etc., and communicates these objectives to students.</li> <li>5. Uses appropriate instructional aids, materials, and equipment when available to present subject matter to the students.</li> <li>6. Evaluates students' progress on a regular basis.</li> <li>7. Maintains a classroom environment which is safe, orderly, and conducive to effective learning and appropriate to the maturity and interests of all students.</li> <li>8. Assists in upholding and enforcing school rules, administrative procedures, and board policies.</li> <li>9. Works to establish and maintain open lines of communication with students and their parents.</li> <li>10. Prepares, maintains, and submits accurate and complete records and reports as required by the State Board of Education Florida Statutes, School Board, and administrative procedures.</li> <li>11. Performs other job-related functions as may be assigned.</li> </ol>

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.