



JOB TITLE	DEPARTMENT	REPORTS TO
Secondary Summer School Teacher	School Based	Summer School Administrator

Position No: 51045	Length of Work Year: Summer School
Salary Schedule: Regular Rate of Pay	Date Approved: 5/11/21
FSLA: Exempt	Date Revised:

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

SUMMER SCHOOL – SECONDARY SUMMER SCHOOL QUALIFICATIONS
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| <ol style="list-style-type: none"> 1. Certification in the appropriate area required for assignment. <ol style="list-style-type: none"> a. 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. 2. Submittal of a Secondary Summer School application to the Human Resources Department within the advertisement period. 3. Recent classroom experience or coaching in subject area required for assignment within the most recent five year period. |
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PERFORMANCE RESPONSIBILITIES

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| <ol style="list-style-type: none"> 1. Plans a program of study that meets the individual needs, interest, and abilities of all students. 2. Prepares and maintains lesson plans for classes assigned, and shows written evidence of preparation upon request of supervisor. 3. Employs a variety of instructional techniques and utilizes the approved instructional software. 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. 5. Uses appropriate instructional aids, materials, and equipment when available to present subject matter to the students. 6. Evaluates students' progress on a regular basis. 7. Maintains a classroom environment which is safe, orderly, and conducive to effective learning and appropriate to the maturity and interests of all students. 8. Assists in upholding and enforcing school rules, administrative procedures, and board policies. 9. Works to establish and maintain open lines of communication with students and their parents. 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. 11. Performs other job-related functions as may be assigned. |
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PHYSICAL DEMAND CLASS:

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.
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