HENDRY COUNTY SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

Position: Teacher

Qualifications

- Bachelor's Degree from an accredited educational institution.
- Certified by the State of Florida in the appropriate area.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Job Goal

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with district philosophy, goals, and objectives.

Reports To

Principal or assigned Supervisor

RESPONSIBILITIES/DUTIES

- Consistent with district and state curriculum requirements, identify or develop long and short range plans based on student needs.
- Plan and prepare work for students which is meaningful and engaging.
- Plan and prepare lessons and instructional strategies which support the school improvement plan and the district mission.
- Plan and prepare instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, select, develop, or modify instructional materials to support learning objectives and to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- Assist in preparing for changing curriculum needs and continuous improvement.
- Maintain a positive, organized, and safe learning environment.
- Establish and use behavior management techniques which are appropriate and effective.

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- Assist in enforcement of school rules, administrative regulations, and board policy.
- Establish and maintain effective and efficient record keeping procedures including student records subject to the requirements of the Family Rights and Privacy Act.
- Manage time effectively.
- Manage materials and assigned equipment effectively, including record keeping and other
  inventory requirements.
- Instruct and supervise the work of volunteers and aides when assigned.
- Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- Interpret and use data (including, but not limited to, standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- Establish an appropriate testing environment and ensure test accuracy.
- Demonstrate knowledge and understanding of curriculum content.
- Apply principles of learning and effective teaching in instructional delivery.
- Use a variety of instructional strategies appropriate for teaching students from diverse back-grounds with different learning styles and special needs.
- Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- Use appropriate materials, technology, and resources to help meet the learning needs of all students.
- Provide appropriate instruction and modifications for students with special needs.
- Provide quality work for students, focused on meaningful, relevant, and engaging learning experiences.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Provide instruction on safety procedures and proper handling of materials and equipment.
- Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- Collaborate with peers to enhance the instructional environment.
- Assist others in acquiring knowledge and understanding of a particular area of responsibility.
- Engage in continuing improvement of professional knowledge and skills.
- Conduct a personal assessment periodically to determine professional development needs

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Adopted: 04/01/2025

with reference to specific instructional assignments.

- Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- Fulfill professional responsibilities.
- Support school improvement initiatives by active participation in school activities, services, and programs.
- Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Performs other tasks and responsibilities as assigned by the immediate supervisor, the Superintendent, or the board.

PHYSICAL REQUIREMENTS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Calendar Months: 10 Month

Salary Schedule: Instructional (Bargaining) **Pay Grade:** Base

Salary and Benefits as determined and approved annually by Hendry County School Board.
If your position is dependent on grant funding, employment is contingent upon the continuation of grant funding. In the event that grant funding is reduced or discontinued, this position may be affected, up to and including termination of employment.

EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: _____

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ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

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