



THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY

318 North Clark Street  
Perry, Florida 32347  
(850) 838-2500 – Telephone  
(850) 838-2501 – Fax  
Taylor.k12.fl.us

Danny Glover Jr., Superintendent

**NOTICE: PUBLIC VACANCY ANNOUNCEMENT**  
**ANNOUNCEMENT # 2019-116**  
**VACANCY ANNOUNCEMENT**

**POSTING DATE:** Wednesday, June 12, 2019

**DEADLINE FOR APPLYING:** Wednesday, June 19, 2019  
"AT 12:00 NOON"

The following positions are being advertised as a vacancy for the **2019-2020 School Year**. These positions are open to school board employees and the **general public**.

Interested applicants please contact **The Taylor County School Board at (850) 838-2500 or Career Source NORTH FLORIDA at (850) 973-9675 for application.**

**"REQUEST TO TRANSFER" forms** may be picked up at the Taylor County School Board Office.

**Applications** for Instructional and Non-Instructional positions are located at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us). **INFORMATION FOR APPLICANTS:** Scroll down to FORMS, then scroll down to Instructional or Non-Instructional Employment Application Form. **ALL Applications** will be turned in at the Taylor County School Board Office at **318 North Clark Street, Perry, Florida or e-mail it to Shanna.dodimead@taylor.k12.fl.us.**

Taylor County School Board adheres to a drug free workplace policy. **Drug testing with a negative result is required.** A **"background check"** is also required for any position within the Taylor County School District.

**If reasonable ADA accommodations are needed for the application process, please notify our Personnel Director during the application period at (850) 838-2500.**

**INSTRUCTIONAL:**  
Taylor County Middle School

Kiki Puhl @ 850-838-2516

**Anticipated**  
6<sup>th</sup> Grade Math Teacher  
7.5H/10M

Position# 003251117

6<sup>th</sup> Grade Language Arts Teacher  
7.5H/10M

Position# 012151103

6<sup>th</sup> Grade Science Teacher  
7.5H/10M

Position# 012163100

Dr. Danny Glover Jr., Superintendent of Schools

School Board Members

Bonnie Sue Agner  
Residence Area One

Brenda H. Carlton  
Residence Area Two

Jeannie Mathis  
Residence Area Three

Danny Lundy  
Residence Area Four

Deidra Dunnell  
Residence Area Five

**SCHOOL DISTRICT OF TAYLOR COUNTY**  
**TEACHER**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- 1) Bachelor's degree from an accredited educational institution.
- 2) Certified by the State of Florida in the appropriate area.
- 3) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers administrators and others.

**REPORTS TO:**

Principal

**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.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Planning/Preparation:**

- 1) Create or select long-range plans based on a review of District and state curriculum priorities, student profiles and instructional priorities.
- 2) Define goals and objectives for unit and daily plans.
- 3) Sequence content and activities appropriately.
- 4) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- 5) Revise plans based on student needs.
- 6) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
- 7) Develop or select instructional activities which foster active involvement of students in the learning process including the use of technology.

- 8) Plan and prepare lessons and instructional strategies which support the school improvement plan and the District mission.
- 9) Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.

#### **Classroom Management**

- 10) Establish and maintain a positive, organized and safe learning environment.
- 11) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- 12) Maintain a clean attractive learning environment.
- 13) Maintain academic focus by using a variety of motivational techniques.
- 14) Establish and use behavior management techniques which are appropriate and effective.
- 15) Establish routines and procedures and work with students on consistently following them.
- 16) Create a learning climate that is challenging yet non-threatening.
- 17) Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- 18) Establish and maintain effective and efficient record keeping procedures.
- 19) Manage time effectively.
- 20) Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- 21) Manage materials for efficient distribution and collection.
- 22) Organize materials for efficient distribution and collection.
- 23) Instruct and supervise the work of volunteers and aides when assigned.
- 24) Assist in enforcement of school rules, administrative regulations and Board policy.

#### **Assessment/Evaluation**

- 25) Establish appropriate testing environment and ensure test security.
- 26) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- 27) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- 28) Use on-going assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
- 29) Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- 30) Communicate, in understandable terms, individual student progress knowledgeably and responsibility to the student, parents and professional colleagues who need access to the information.
- 31) Encourage self-assessment by students and assist them in developing plans for improving their performance.
- 32) Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
- 33) Evaluate the effectiveness of instructional units and teaching strategies.

#### **Direct Instruction**

- 34) Demonstrate knowledge and understanding of curriculum content.
- 35) Communicate high expectations for learning for all students

- 36) Apply principles of learning and effective teaching instructional delivery.
- 37) Monitor learning activities, providing feedback and reinforcement to students.
- 38) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- 39) Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- 40) Use appropriate materials, technology and resources to help meet learning needs of all students.
- 41) Assist students in accessing, interpreting and evaluating information from multiple sources.
- 42) Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- 43) Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
- 44) Provide instruction on safety procedures and proper handling of materials and equipment.
- 45) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity and respect for self and others, by role modeling and learning activities.
- 46) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.

#### **Technology**

- 47) Use appropriate technology in instructional delivery.
- 48) Use technology to establish an atmosphere of active learning.
- 49) Provide students with opportunities to use technology to gather and share information with others.
- 50) Facilitate student access to the use of electronic resources.
- 51) Explore and evaluate new technologies and their educational impact.
- 52) Use technology to review student assessment data.
- 53) Use technology for administrative tasks.

#### **Collaboration**

- 54) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- 55) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- 56) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- 57) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- 58) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

#### **Professional Learning**

- 59) Engage in continuing improvement of professional knowledge and skills.
- 60) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- 61) Keep abreast of developments and instructional methodology, learning theory, curriculum trends and content.

- 62) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- 63) Participate in school data collection of teacher input on principal's performance assessment program.

**Professional Responsibilities**

- 64) Act in a professional and ethical manner adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- 65) Perform assigned duties including the accurate and timely filing of all reports.
- 66) Demonstrate attention to punctuality, attendance, records and reports.
- 67) Maintain confidentiality of students and other professional information.
- 68) Comply with policies, procedures and programs.
- 69) Exercise appropriate professional judgement.
- 70) Support school improvement initiatives by active participation in school activities, services and programs.
- 71) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- 72) Ensure that student growth and achievement are continuous and appropriate for age group, subject area and/or student program classification.

\*Essential Performance Responsibilities

**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.

Job Description Supplement No. 03

**Terms of Employment:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.