

QUALIFICATIONS FOR INSTRUCTIONAL PERSONNEL -TEACHERS

Title: Academic Instructors/TEACHERS

Qualifications: Bachelor's Degree or higher in any subject, or its equivalent from an accredited institution, teacher certification meeting criteria established by the Florida Department of Education, Teacher Preparation and/or Certification Division. Compliance with provisions of the ESSA Every Student Succeeds Act-certification and highly qualified teacher status, if applicable. Three or more years of K-12th grade teaching experience. Special skills knowledge related to working with K-12 students. Experience teaching youth, creative in teaching, good communication skills, able to develop and maintain constructive group relationships, classroom management skills exhibit expertise in the field of specialization. Professional demeanor.

Job Description:

1. Responsible for implementing the curriculum.
2. Coordinates with work-site instructors, assistants and classroom aides.
3. Manage classroom schedule and make appropriate assignments to students, developing interactive discussion techniques and creativity.
4. Develops and keeps accurate and concise records, reports, daily lesson plans in relationship to the Academy's goals, curriculum and youth's interests and abilities.
5. Establish and implement classroom procedures in accordance with educational programs.
6. Order teacher materials, educational materials, supplements, etc. with the guidance of the Principal and or School Leader.
7. Develop and implement various in-house evaluation tools and assessment methods to measure student achievement.
8. Exhibit and use effective communication skills with students, parents, and Academy administration.
9. Provide intellectual stimulation and emotional support to students and maintain an environment conducive to learning.
10. Adjust student classroom load in various subjects, based on level of student performance.
11. Assess and report student progress and performance in subject content
12. Treat all students; parents, and coworkers with respect and dignity while helping students become aware of their roles as an integral part of the Academy.
13. Participate in staff training programs as recommended and/or required by the School Leader, Principal, or Governing Body.
14. Participate as a team player in all decision-making processes at the Academy.
15. Report all education-related activities to the Principal or School Leader.

16. Identify and recommend parent volunteers to the Principal or School Leader.
17. Any other duties as assigned by the Principal or School Leader.

Title: Teacher Consultant: (1)

Qualifications: High school diploma, equivalent or higher. Three or more years of K-12th grade teaching experience. Special skills knowledge related to working with K-12 students. Good communication and writing skills, ability to work with diverse groups, youth. Experience teaching youth, creative in teaching, good communication skills, able to develop and maintain constructive group relationships, classroom management skills exhibit expertise in the field of specialization. Professional demeanor.

Job Description:

1. Plan and implement daily instruction for independent living skills.
2. Monitor student progress, administer discipline.
3. Keep attendance and discipline records: Contacts appropriate parents/guardians if a student is absent.
4. Supervises all breaks, lunch periods, and extra classes.
5. Stocks students' personnel files.
6. Familiar with social media outlets and applications to Education
7. Checks and records test scores.
8. Tests incoming students for academic placement: Florida Achievement tests; Math, English, and Spelling Diagnostic Tests. Test of Cognitive Skills-TSC and other tests as provided by the Administrator/Principal and approved by the Governing Body.
9. Records grades on student progress as provided in the FL M.T.A. Academy educational program.
10. Submits weekly reports to Principal or in Principal's absence, other designee as provided. (For example, the number of students in x after-school program)
11. Perform other associated classroom duties, and all other duties as assigned by the Principal or the School Leader.
4. Carry out duties as instructed by the School Leader or Principal.
5. Maintain Special Education Certifications as appropriate