



## **Holmes Innovative Teacher Job Description**

**Job Goal:** Responsible for providing an educational atmosphere where students have an opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District and state policies and laws

### **Required Qualifications:**

1. Bachelor's degree from an accredited institution
2. Valid Florida Educator's Professional Certificate in the appropriate coverage

### **Desired Qualifications:**

1. Experience in a like position
2. Professional Development in areas of:
  - a. Research based exemplary practices in curriculum, instruction, and assessment
  - b. Communication skills
  - c. Monitoring for student achievement
  - d. Student and parent conferencing skills
  - e. Learning Focused Strategies

### **Knowledge Skills and Abilities:**

1. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Highly skilled at implementing exemplary educational practices resulting in demonstrated student achievement gains
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
4. Ability to use effective strategies in differentiating instruction
5. Knowledge of curriculum and instructional best practices for on-line learning
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for level of teaching assignment
7. Demonstrate operational knowledge of Internet and Web-related technologies
8. Ability to establish and maintains cooperative working relationships with students, parents and schools
9. Demonstrate effective data-based problem solving skills

**Reports to:** Site Administrator and/or Instructional Administrator

**Performance Responsibilities:****Planning**

1. Follow the district curriculum mapping so that it is consistent with the total educational philosophy of the district
2. Assist students and parents with technical support requests relating to the course interface and student information systems or know who to contact
3. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
4. Participate in teacher induction training as scheduled by site and district administrators

**Monitoring and Reporting**

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient recordkeeping procedures
5. Evaluate student performance on a regular basis and providing feedback to students and parents
6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact
10. Refer students who are not complying with course or program policies to the Holmes site administrator for necessary interventions
11. Alert site administrator when a student, parent, or guidance counselor fails to respond to attempts to communicate