

SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

TITLE: Teacher on Special Assignment - Advanced International Certificate of Education (AICE) Coordinator			
CLASSIFICATION: Instructional	NEW: Yes	UPDATED:	FLSA STATUS: Exempt
REPORTS TO: Principal			
JOB GOAL: Coordinate programs, resources and reporting for the Cambridge AICE program.			
NOTE: Not Applicable			
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 Board.			
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.			

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited educational institution with evidence of extensive curriculum development experiences.
2. Certified by the State of Florida in the appropriate area and at the appropriate instructional level.
3. Five (5) years of teaching experience, three (3) years in Sumter County at the appropriate or assigned level and area.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. To assist the principal in planning, developing, implementing, coordinating, supervising, and evaluating the AICE program.*
2. To develop, coordinate, monitor and evaluate the AICE program.*
3. To coordinate, recruit and select students for the AICE program.*
4. To plan, schedule and coordinate all AICE course testing.*
5. To assist principals in selecting AICE teachers.*
6. To coordinate meetings, professional development opportunities, and other related AICE/Cambridge events and activities.*
7. To assist in the selection, implementation, distribution, monitoring, and evaluation of instructional materials relative to selected curriculum subject area.*
8. To serve as program consultant to school personnel with assistance in the identification of all program needs and the selection of appropriate materials and equipment.*
9. To maintain a close working relationship with teachers and school administrators to ensure information exchange, coordination of efforts, and general support.*
10. To prepare all required reports and maintain all appropriate records.*
11. To monitor assessment data and take steps to promote student achievement in areas needing improvement.*
12. To provide instruction for up to two AICE courses.*
13. To perform such duties as may be assigned by the Principal.*

PHYSICAL REQUIREMENTS:

1. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.
3. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Noise level in the work environment is usually moderate.