

**TITLE:****TEACHER (Occupational Specialist – HS)****FLSA: Exempt****QUALIFICATIONS:**

1. Bachelor Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida in the appropriate subject area and level.
3. At least three (3) years successful teaching experience.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:     Principal****JOB GOAL:**

To implement and maintain an ongoing career guidance program that offers individual, group, and classroom experience that facilitates a successful transition to the workplace for students.

**PERFORMANCE RESPONSIBILITIES:****\* Essential Performance Responsibilities**

- \* 1. Participate in the planning and delivery of a school wide career education program.
- \* 2. Provide career placement counseling to each high school student.
- \* 3. Participate in the school plan for maintaining academic and vocational plans for all students.
- \* 4. Coordinate activities with community, state and federal agencies and post-secondary educational institutions to provide placement services to students.
- \* 5. Contact prospective employers to ascertain job opportunities and maintain files on specific job openings.
- \* 6. Attend local meetings of business and civic organizations to explain programs and needs.
- \* 7. Assist counselors with guidance functions, such as counseling potential dropouts, assisting with College Day programs, orienting new students and helping students develop and maintain educational and career plans.
- \* 8. Act as a school liaison with the military recruiters.
- \* 9. Consult with administrators, teachers, parents, and other agencies involved in meeting student needs.
- \* 10. Gather information on and coordinate the use of community services, agencies and programs available to assist students.
- \* 11. Develop and provide a variety of materials on education, career awareness and personal-social development for students, teachers and parents.
- \* 12. Participate in the planning and implementation of the Tech Prep/School-To-Work programs.
- \* 13. Act as a school liaison with the Vocational Director and the Tech Prep Facilitator.
- \* 14. Maintain personal professional development through appropriate literature and attending professional meetings and conferences.
- \* 15. Perform such other duties as the principal or supervisor may assign.

**PHYSICAL REQUIREMENTS:**

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.

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.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

**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.