



SOCK'S OUTSTANDING STUDENT (SOS) ACADEMY #102

Teacher Job Description

Job Title: Teacher

Department:

Reports To: School Principal or Designee

FLSA Status: Exempt

Prepared By:

Prepared Date:

Approved By:

Approved Date:

Summary: Creates and maintains a classroom atmosphere conducive to learning. Provides positive educational experiences for all students; ensures the overall success of the school community within the framework of Board policies and state regulations by performing the following duties personally or through subordinate supervisors. The employee's primary duty will be the performances of work requiring advanced knowledge, which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment.

Qualifications: The advanced knowledge must be in a field of education and requires a four (4) year Education degree and State of Florida Letter of Eligibility, Temporary Certificate, or Professional Certificate required. Preferred certificates or endorsements: Clinical Educator, Gifted and ESOL.

Essential Duties and Responsibilities: include the following; other duties may be assigned:

- Cooperate with business, civic, and other organizations to develop curriculums to meet needs and interests of students and community;
- Teach efficiently, using the books and materials required, following the prescribed courses of study and employing approved methods.
- Labor faithfully and earnestly for the advancement of the pupils in their studies, and instill in them morality, principles of, honesty, civility, and character and cultivate in them habits of industry, a regard for the rights and feelings of others, and their own responsibilities and duties as citizens..
- Treat pupils kindly, and humanely, administering discipline in accordance with regulations of the state board and the SOS Academy School Board, provided that in no case shall cruel and inhuman punishment, including corporal punishment be administered to any child attending the charter school.
- Attend such conferences relating to education as may be required by law, by the Department of Education, or by the Principal.
- Comply with the Next Generation Sunshine State Standards (NGSS) and FCAT 2.0 Specifications.
- Develop lesson plans aligned to the NGSS and Instructional Focus Calendar.
- Supervise and mentor Teacher Interns and Teacher Associates.
- Comply with federal, state and local laws and regulations, and cooperate with state, district, and local school officials in the enforcement of school laws and of state and district board regulations.
- Keep school records as required by state law, regulation of the state board or as required by SOS Academy Board.
- Conform to all rules and regulations that may be prescribed by the state board and by the SOS Academy Board.
- Comply with all safety regulations and participate in fire and emergency drills as may be prescribed by law, by regulations of the state board and of SOS Academy.

- Deliver, on closing or suspending school, all keys, records and reports, and account for all other school property to the principal of the school or to the Superintendent or designee.
- Be compliant with training and obtain the endorsement outlined in State Board of Education rules and/or guidelines if assigned limited English proficient (LEP) students. Failure to do so within the time frames established by the state will lead to disciplinary measures.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data.
- Design - Demonstrates attention to detail.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Demonstrates group presentation skills.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Teamwork - Exhibits objectivity and openness to others' views; Able to build morale and group commitments to goals and objectives.
- Judgment - Exhibits sound and accurate judgment.
- Motivation - Demonstrates persistence and overcomes obstacles.
- Planning/Organizing/Problem Solving - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Professionalism - Treats others with respect and consideration regardless of their status or position.
- Quality - Demonstrates accuracy and thoroughness.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Four (4) year Education degree and state of Florida Letter of Eligibility, Temporary Certificate, or Professional Certificate required. Special Qualifications to include ESOL Endorsement or proof that coursework is in progress; Gifted Endorsement preferred.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Development software and Word Processing software.

Certificates, Licenses, Registrations:

Florida Educator Certificate

Physical Demands: The physical demands described here are representative of those that must be met by an employee with or without reasonable accommodation, to successfully perform the essential functions of this job.

Employees are regularly required to communicate verbally and in writing. Standing and sitting for significant periods is also required. Walking and reaching is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: Most work is performed indoors, with occasional outdoor work required. The noise level in the work environment is usually moderate.

Salary Range: Salary commensurate with expertise; fringe benefits included.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND WILL PROVIDE EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO AGE, GENDER, COLOR, RACE, NATIONAL ORIGIN, RELIGION, MARITAL STATUS, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

The above policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.



PRINCIPAL CONTRACT

Employment Agreement

SOCK's Outstanding Students (SOS)] ("Employer") desires to employ _____ ("Employee"), and Employee desires to be employed with Employer and each party desires to reduce their agreement to writing. This Agreement for employment is therefore entered into between Employee and Employer on this ____ day of _____, 20__.

In return for the mutual promises set forth herein, Employer and Employee mutually agree as follows:

1. **Compensation.** Employer employs Employee in the position of Principal effective for the school term of _____, subject to the terms of this Agreement. The Employee shall be compensated at a rate that is in accordance with the Board Approved Salary Schedule, which is attached hereto as Exhibit A.

2. **Performance and Reporting:** Employee agrees to devote [his/her] full time and best effort to the successful functioning of Employer and agrees to perform all the duties assigned to [him/her] as Teacher and as described in the Principal Job Description which is attached to this Agreement and made a part hereof. Employee shall also perform such additional duties as may be assigned from time to time by the Board of Directors, to the best of [his/her] ability and experience and in a manner satisfactory to Employer.

Employee shall report directly to the Board of Directors (the "Board").

3. **Qualifications/Certification:** By signing this Agreement, the Employee affirms that s/she holds a Master's Degree and Florida certification in School Administration and Supervision at the appropriate level, as required by the State of Florida. The Employee also confirms that [his/her] licensure and/or certification as school administrator is not suspended or revoked by this state or any other state.

4. **Employment "At Will".** Despite this Agreement referring to "a school year," it is acknowledged and agreed by the Employer and Employee that this Agreement and Employee's employment is terminable at the will of either party at any time, with or without notice and with or without cause. This provision may not be modified verbally or by any means except by a writing signed by the Chairman of the Board of Directors of Employer and by the Employee.

5. **Probationary Period.** If this is the Employee's first year of employment with Employer, as required by Florida Law, this Agreement is deemed a Probationary Contract, which is At Will as described above. In addition, all new employees are subject to a ninety (90) day probationary period for purposes of Section 443.131, Florida Statutes (governing unemployment benefits) and the parties understand that if the Employee is terminated within the first ninety (0) day, even if the Employee may be eligible for benefits, the Employer will not be liable for any unemployment compensation.

6. **Employee Benefits.** Except as otherwise provided herein [after completion of the ninety (90) day Probationary Period] Employee will be eligible for employee benefit program provided by Employer for similarly situated employees, as it may be amended from time to time.

- a. **Paid Time Off (PTO):** Employee will be eligible for up to ten (10) days paid time off ("PTO") during [his/her] first year of employment to be used for any purpose. For purposes of PTO, one (1) work day equals eight (8) hours of work. PTO must be taken during the term of this Agreement between July and June and will not be carried over. If Employee successfully completes the school year, Employee will be paid for any unused PTO at the end of each fiscal year. All requests for PTO must obtain the signature of the Principal no later than the date Employee returns to work.
- b. **Continuing Education:** Under certain circumstances, Employee may be eligible for expense reimbursement and pay for attending an educational seminar. To qualify for this benefit, prior to attending the seminar, the Employee must provide (1) a copy of the written materials describing the seminar; and (2) a written statement providing the reason the seminar would benefit both the school and the Employee to: [either the Chairman of the Board, and Principal or other designee] for their signature and approval.
- c. **Additional Benefits:** [Employee will enjoy a cafeteria style benefit package equal to 15.5% of [his/her] annual salary.]

7. **Return of Property.** Employee agrees, upon termination of employment for any reason whatsoever, to return to Employer any and all Employer property, including copies of all written documents, as well as all computer files, electronic records, and any other information or property related to Employer.

8. **Compliance with Federal and State Laws.** Employee agrees to comply with all requirements of § 1002.33, Florida Statutes. Employee further agrees to comply with all requirements of applicable federal, state and local laws, regulations and policies.

9. **Employee Manual:** By executing this Agreement, Employee confirms [s/he] has received a copy of Employer's anti-discrimination and anti-harassment policies as well as a copy of Employer's employee manual which may be amended from time to time at Employer's discretion. Employee acknowledges that where this Agreement conflicts with the Employee Manual, the terms of this Agreement shall govern.

10. **Duty to Furnish References.** Employee acknowledges that upon termination of this Agreement, Employee will, upon written request of Employer, furnish references prospective employers which includes only Employee's dates of employment and positions held.

11. **Non-Assignability.** This Agreement shall not be assignable by either party; provided, however, that upon any sale of this business by Employer, Employer may assign this Agreement to its successor but Employee may terminate employment under this Agreement.

12. **Entire Agreement.** This Agreement represents the entire agreement between the parties and shall not be subject to modification or amendment by an oral representation, or any other written statement by either party, except for a dated written amendment to this Agreement signed by the Employee and the Chairman of the Board of Directors.

14. **Duplicate Originals.** This Agreement may be executed in two or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

[Principal Name/Date]

Chairman of Board of Directors
[SCHOOL NAME]

Principal



SOS ACADEMY

JOB DESCRIPTION

POSITION TITLE: Bookkeeper

QUALIFICATIONS: Education – Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program.

Experience – A minimum of three (3) years experience in a secretarial/clerical position preferred.

Special Qualifications –

- A working knowledge of all supervised positions.
- Ability to independently compose letters and prepare reports, working under general supervision.
- Work alone on usual job assignments, referring occasional items to principal.
- Must possess sensitivity to the problems and emotional distress of students, parents and other school/department constituents and be able to respond effectively and tactfully.
- Must be able to supervise employees effectively.
- Must be computer literate.
- Proficiency in shorthand preferred.

DIRECT ACCOUNTABILITY: Administrator/Principal or designee

GOAL: To perform diversified bookkeeping and secretarial duties in a responsible and accurate manner.

PERFORMANCE RESPONSIBILITIES:

- Follow instructions and operate within the limits of standard practices and procedures, regulations, and policies to perform secretarial/bookkeeping and other clerical duties; be responsible for all activities in support of the bookkeeping function at the work location.
- Screen callers, set up appointments, arrange meetings, and disseminate requested information.
- Perform major bookkeeping duties, type correspondence and various reports, as needed.
- Maintain property and inventory, time and attendance records, make deposits, track accounts and budgeting.
- Exercise responsibility, discretion and independent judgment in resolving office problems.
- Answer inquiries and advise other employees as to proper work procedures, methods, and policy changes.
- Interact effectively with the general public, staff members, students, teachers, parents and administrators, using tact and good judgment.
- Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator,

etc., as well as equipment developed or advanced from future technology as required by the job.

- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
 - Review current developments, literature, and technical sources of information related to job responsibility.
 - Ensure adherence to good safety and bookkeeping procedures.
 - Perform other duties as assigned by the administrator/principal or designee.
 - Follow federal and state laws, as well as CSE Board policies.
- Salary commensurate with experience, fringe benefits included.

Salary range:

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JOB DESCRIPTION

FOOD SERVICE

POSTION SUMMARY:

The Food Service Worker prepares food items and performs clean up duties for the food service operation.

DUTIES AND RESPONSIBILITIES:

- A. Preparation of food items for food service areas.
- B. Ordering and restocking of cafeteria supplies.
- C. Responsible for the operation and clean up of dish room.
- D. Responsible for the clean up of cafeteria serving area, production kitchen and dining room in accordance with established standards.
- E. Performs such other duties as may be assigned by the Principal or Director.

QUALIFICATIONS:

- A. A Food Service background is desired.
- B. Knowledge of basic food service and preparation techniques.
- C. Knowledge of safety and sanitation practices.
- D. Ability to work in different areas as the need occurs.
- E. Skill in working with people in a cooperative manner.
- F. Demonstrated skill in communicating effectively.
- G. Must be able to lift and carry objects weighing 50 pounds a distance of 10 feet.
- H. Must have the ability to read and write at a level appropriate to the duties of the position.

This organization reserves the right to review and change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

SIGNED:

Employee Signature

Date

Hiring Coordinator

Date



JOB DESCRIPTION MAINTENANCE AND HOUSEKEEPING

POSTION SUMMARY:

Performs the regular and recurring cleaning maintenance and housekeeping of the facility using any equipment authorized and available.

DUTIES AND RESPONSIBILITIES:

- F. Maintain regular communication with Director.
- G. Be familiar with standards regarding facility, maintenance, safety and sanitation.
- H. Meet with fire and sanitation inspectors for their regular licensing inspections.
- I. Maintain inventory of supplies and equipment.
- J. Insure that all cleaning supplies and tools are safely locked out of the reach of students.
- K. Maintain building security by checking for unlocked doors or unauthorized occupants.
- L. Clean kitchen, bathrooms, classrooms, floors and furniture regularly.
- M. Clean walls, carpet, hallways and equipment as needed.
- N. Maintain building and equipment in safe and proper working order, checking periodically for hazards.
- O. Check fire extinguishers, fire alarms, smoke detectors, emergency and other safety equipment regularly to insure proper working order.
- P. Fulfill service requests as promptly as possible.
- Q. Performs all duties within agency guidelines.
- R. Windows and screens washed monthly and replaced when torn or broken.
- S. Insure that the facility is inspected and treated for insect control monthly.
- T. Perform work in accordance with sound safety practices.

QUALIFICATIONS:

- A. Have minimum of one year of previous experience in a similar position.
- B. Possess a valid Florida State driver's license.
- C. Familiarity with assigned maintenance equipment and building maintenance methods and materials.
- D. Physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking and heavy lifting.
- E. Ability to understand and follow oral and written instructions.
- F. Ability to use sound judgment to solve problems and make decisions independently.

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SIGNED:

Employee Signature

Date

Hiring Coordinator

Date



SOS ACADEMY

JOB DESCRIPTION

POSITION TITLE:	Secretary/Receptionist
QUALIFICATIONS:	<p><u>Education</u> – Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program.</p> <p><u>Experience</u> – One (1) year of related work experience in front desk reception position and/or a secretarial position.</p>
DIRECT ACCOUNTABILITY:	Superintendent/Principal/Administrative Assistant
GOAL:	To perform diversified clerical/secretarial duties in a responsible and accurate manner.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Light typing, photocopying and filing with regard to day to day activities as well as assisting Principal and Administrative Assistant on an as needed basis.• Answer phones, screen calls and disseminate requested information.• Record daily attendance records• Keep all school lists updated; keep volunteer hours, meeting attendance and seminar attendance records up to date.• Tend to sick and injured children, administer medication and log same in clinic book.• Perform other duties as assigned by the administrator, Principal and Administrative Assistant.• Follow federal and state laws, as well as Board policies.
Salary range:	Salary commensurate with experience, fringe benefits included.

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SOS ACADEMY

JOB DESCRIPTION

POSITION TITLE:	Security and Grounds Assistant
QUALIFICATIONS:	<p><u>Education</u> – Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program.</p> <p><u>Experience</u> – Experience in security and custodial work.</p>
DIRECT ACCOUNTABILITY:	Principal, Administrator or designee
GOAL:	To provide a safe school environment.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Greet parents in the morning for arrivals and afternoon for dismissal.• Cross students between the main building and the annex.• Practice safety continuously and ensure that a safe working environment exists.• Participate successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.• Review current developments, literature and technical sources of information related to job responsibility.• Ensure adherence to good safety procedures.• Perform other duties required by the principal, administrator or designee.• Follow federal and state laws, as well as Board policies.• Provide immediate emergency clean up or aide to any teacher with a unforeseen classroom accident or incident.
Salary range:	Salary commensurate with experience, fringe benefits included.

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SOS ACADEMY

JOB DESCRIPTION

POSITION TITLE:

Administrative Assistant

QUALIFICATIONS:

Education – Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program.

Experience – A minimum of three (3) years experience in a secretarial/clerical position preferred.

Special Qualifications –

- A working knowledge of all supervised positions.
- Ability to independently compose letters and prepare reports, working under general supervision.
- Work alone on usual job assignments, referring occasional items to principal.
- Must possess sensitivity to the problems and emotional distress of students, parents and other school/departments constituents and be able to respond effectively and tactfully.
- Must be able to supervise employees effectively.
- Must be computer literate.
- Proficiency in shorthand preferred.

DIRECT

ACCOUNTABILITY:

Administrator/Principal or designee

GOAL:

To perform diversified clerical/secretarial duties in a responsible and accurate manner.

PERFORMANCE

RESPONSIBILITIES:

- Follow instructions and operate within the limits of standard practices and procedures, regulations, and policies to perform secretarial, bookkeeping, supervisory and other clerical duties; be responsible for all activities in support of the administrative function at the work location.
- Screen callers, set up appointments, arrange meetings, and disseminate requested information.
- Perform minor bookkeeping duties, if required, type correspondence and various reports, as needed.
- Maintain student files, attendance records and personnel data.
- Be responsible for the distribution of incoming mail, memorandums, etc.; open, date, and designate recipient of the mail.
- Direct, assist, train, assign work to and check work of clerical staff.
- Exercise responsibility, discretion and independent judgment in resolving office problems.
- Answer inquiries and advise other employees as to proper

work procedures, methods, and policy changes.

- Interact effectively with the general public, staff members, students, teachers, parents and administrators, using tact and good judgment.
- Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc., as well as equipment developed or advanced from future technology as required by the job.
- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
- Review current developments, literature, and technical sources of information related to job responsibility.
- Ensure adherence to good safety procedures.
- Perform other duties as assigned by the administrator/principal or designee.
- Follow federal and state laws, as well as Board policies.

Salary range:

Salary commensurate with experience, fringe benefits included.

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SOS ACADEMY DIRECTOR

POSITION SUMMARY:

The Chief Operations Officer ensures the smooth operation of the School and provides direction, leadership, and day-to-day management of all educational, administrative and logistical activities.

DUTIES AND RESPONSIBILITIES:

- A. Promotes the School marketing plan through an ongoing countywide public relations campaign aiming to ensure a constant flow of students and parents interested to enroll in the School.
- B. Manages the process of recruiting, evaluating and admitting students.
- C. Verifies student bona fides upon enrollment.
- D. Chairman of the School site selection and financing committee and oversees all construction activities once the site is selected.
- E. Sets grant writing agenda/priorities and hire all pertinent consultants to that process.
- F. Is the chief fundraiser for the School and supervises all fundraising activities.
- G. Develops and supervises all in-house policies and procedures related to students, staff and faculty health, safety and welfare.
- H. Responsible for all matters related to student transportation and maintenance of the physical plant.
- I. Oversees all activities related to logistic, procurement and contracts with commercial vendors.
- J. Works with law enforcement entities dealing with investigations regarding students, staff and school faculty.
- K. Responsible for criminal background check of all job applicants.
- L. Responds to requests for information from government entities, the media and the general public.
- M. Coordinate activities such as press conferences and interviews with appropriate school departments or individuals.
- N. Works closely with the School web master to ensure pertinent School information is posted on the web.
- O. Supervise and manage all finance and property of the school in accordance with the policies of the Board of Directors.
- P. Control access to School grounds and administer program allowing any use of school property by members of community organizations or the public.
- Q. Is also the athletic director and as such plans and directs intramural and intercollegiate athletic activities, including publicity for athletic events.
- R. Maintains liaison with ABS School Services.
- S. Answers to the Board of Directors.

QUALIFICATIONS:

- G. Master's Degree in Education and School Administrator Certification.
- H. Demonstrated interpersonal skills and demonstrated management ability to deal effectively with a multi-disciplinary staff.
- I. Demonstrated organization and managerial ability.

This organization reserves the right to review and change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

SIGNED:

<hr/>	<hr/>
Employee Signature	Date

<hr/>	<hr/>
Hiring Coordinator	Date



SOS JOB DESCRIPTION ADMINISTRATOR

POSITION SUMMARY:

The School Administrator is responsible for the overall operation of the School Program. To include but not be limited to staff supervision, program management, budget accountability, and curriculum development.

DUTIES AND RESPONSIBILITIES:

- T. Plans, develops and manages the implementation of comprehensive curriculum for students.
- U. Directs the activities of education and counseling service personnel assigned to the school.
- V. Prepares reports and correspondence.
- W. Assists with educational staff and counselors as required.
- X. Coordinate and chair the school advisory council.
- Y. Develops and implements comprehensive operating policies and procedures.
- Z. Coordinate and monitor discipline staffing.
- AA. Directs all support service programs.
- BB. Responsible for coordination of school transportation.
- CC. Develops and maintains cooperative relationships with others involved with the welfare of the students of the school.
- DD. Responsible for the overall operation of the school.
- EE. Performs all other duties as assigned by the Chief Executive Officer or their designee.
- FF. Responsible for compliance with confidentiality standards.
- GG. Responsible for demonstrating appropriate compliance with agency ethical standards.
- HH. Performs all duties within agency guidelines.

QUALIFICATIONS:

- J. Master's Degree in Education and School Administrator Certification.
- K. Demonstrated interpersonal skills and demonstrated management ability to deal effectively with a multi-disciplinary staff.
- L. Demonstrated organization and managerial ability.

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SIGNED:

Employee Signature

Date

Hiring Coordinator

Date



SOS JOB DESCRIPTION PARAEDUCATOR/INSTRUCTIONAL ASSISTANT

SOS POSITION DESCRIPTION:

Assist classroom teacher in providing an organized instructional program for students in grades 6th, 7th and 8th. Escort children to lunch, resources, restroom and assemblies. Under the supervision of the classroom teacher, grade papers, maintain student portfolios, consult with the teacher on level of student success, contact parents or caregivers at the request of the classroom teacher. Substitute and hold classes under the direction of Administration in the absence of the teacher. Provide pull out for tutoring, enrichment, and safety net for academic improvement. Assist in improving behavior through monitoring timeout and ISSP. Assist/Lead in extra curricula activities for the school and any other duties that are designated by the Principal of his/her designee.

QUALIFICATIONS:

Education: Must have High School Diploma

Desirable skills: Applicant must demonstrate strong public service orientation, excellent interpersonal, oral and written communication skills. Must be flexible and demonstrate the ability to adjust to change quickly.

Salary: Upon completion of the application and interview, qualified applicants will be provided an offer of employment that will include salary and benefits.

CODE OF ETHICS FOR PARAEDUCATORS:

- Maintain confidentiality
- Respect the legal, civil and human rights of students and their families
- Follow the SOS Board and DCPS board policies for protecting the **health, safety and well-being of students.**
- Demonstrate an understanding of distinctions in roles of various educational personnel
- Follow the directions of teachers, supervisors and administrators.
- Follow the chain of command for administrative procedures
- Demonstrate dependability, integrity, respect for individual differences and other standards of ethical conduct.
- Demonstrate professionalism in training activities to improve performance.

Ms. Genell M. Mills, Principal/Date

Mr. Truvon Hinton/Date



JOB DESCRIPTION READING SPECIALIST

POSITION DESCRIPTION:

Position is responsible for providing training and support to teachers and assisting Principal and Assistant Principal with reading program implementation. Positions conducts staff development, performs classroom visitations, collects and reports student data and monitors the reading program.

Reports to: School Principal

Essential Duties and Responsibilities:

- Develops and conducts in-service training for classroom teachers regarding the reading program, instructional strategies and best practices.
- Performs classroom visitations, assists teachers in the improvement of instructional performance and monitors improvements
- Models lessons to be observed by the classroom teacher
- Assists with the coordination of testing of students
- Coordinates Reading schedules with existing instructional programs
- Monitors the reading progress of students
- Serves as "point of contact" for school administrators, content area teachers, school and district personnel, in identifying reading needs, instructional techniques and implementation of the reading program.
- Collects and reports student data
- Other duties as designated by School Principal

Job Requirements:

- Master's degree and eligibility for a Professional Florida Teaching Certificate
- Strong Leadership Skills
- Effective instructional delivery techniques and excellent communication skills
- Proficient experience with Microsoft Office (Word, Excel, PowerPoint), Student Information System
- Commitment to company values and the Code of Ethics for Educators in Florida

Physical Demands:

The physical demands described represent those demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must have the ability to sit and stand for extended periods of time
- Exhibit manual dexterity to dial a telephone, to enter data into a computer, to see and read a computer screen and printed material with or without vision aids, hear and understand speech at normal classroom levels, outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone
- Physical agility to lift up to 25 pounds to shoulder height, ability to bend, stoop and climb stairs and reach overhead.

Terms of Employment:

- Salary and benefits shall be paid consistent with the School of Success (SOS) salary and benefits policy. Length of the work year and hours of employments shall be those established by SOS Academy
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship



**SOS (S.O.C.K. OUTSTANDING STUDENTS' ACADEMY CHARTER
MIDDLE SCHOOL #102)
Full Job Description**

VICE PRINCIPAL FOR ACADEMICS

Reports To: The Principal
FLSA Status: Exempt
Prepared By: Human Resources

Summary: Works with the SOS Academy Vice Principal to develop, establish, and maintain a program and environment for the delivery of quality education which will enable students to become more self-sufficient, productive, and contributing individuals in our society. Assist the school principal in overall administration of instructional program and campus level operations. Coordinate assigned student academic activities and services. The Assistant Principal of Academics is responsible for assisting with the overall operation of the School Program. To include but not be limited to staff supervision, program management, budget accountability, and curriculum development. Assistant principals deal with the issues of school management, student activities and services, community relations, personnel, and curriculum instruction. They coordinate with principals and board members to assist in defining and enforcing school policies and guidelines for students, staff, and faculty. Assists the principal in the discharge of his/her duties at all times and acts in the capacity of the principal during the principal's absence from the school.

Qualifications: Minimum of ten (3) years' experience in education, preferably including business administration, including finance and facilities, personnel, or positions with comparable experience and responsibilities, and evidence of a stable employment history with increasing responsibilities.

Essential Duties and Responsibilities: include the following: other duties may be assigned:

Instructional Leadership

- Conducts high quality classroom observations, identifies effective teaching practices, and understands Pedagogy that results in improved student learning.
- Conducts high quality classroom observations, identifies effective teaching practices, and understands Pedagogy that results in improved student learning.
- Assists with the develop staff members' professional knowledge, skills, and practice through differentiated opportunities for learning and growth.
- Assists teachers in selecting yearly professional goals for the improvement of instruction.
- Assists in the development and administration of school programs consistent with School, State and District goals and objectives
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Assists in coordinating the work of school staff and school program leaders to develop and implement instructional programs and teaching practices.
- Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- Promote the use of technology in teaching/learning process.
- Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials

- Participate in professional development to improve skills related to job assignment.

Focus on Achievement

- Uses assessment data appropriately to monitor student progress and improve instruction.
- Ensures school curriculum, instructional models and assessments are implemented with fidelity.
- Embodies high expectations for student learning and behavior.
- Conducts ongoing assessment of student learning and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Involves staff in the evaluation of programs and the planning of new programs.

Ethics and Professionalism

- Acts ethically and professionally in personal conduct, relationships with others, decision-making, stewardship of the schools' resources and all aspects of leadership,
- Places children at the center of education and accepts responsibility for each student's academic success and wellbeing.
- Provides moral direction for the school and promotes ethical and professional behavior among faculty and staff.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.
- Works with HR and Ensures proper maintenance of employee personnel files, corrective action, and other human resource issues.
- Adheres to all negotiated contract provisions.
- Reports to work as scheduled on a regular and reliable basis.

Vision Mission, Values

- Assists in the development of an educational vision for the school to promote the academic success and wellbeing of each student and hold staff accountable for the vision.
- Articulates, advocates, and cultivates core values that enhance high expectations, equity, inclusiveness, and social justice.

Supervisory Responsibilities

- May supervise instructional staff as assigned.

Performs such other tasks assigned by the Principal and assumes such other responsibilities as needed for the organization.

**SOS (S.O.C.K. OUTSTANDING STUDENTS' ACADEMY CHARTER MIDDLE
SCHOOL #102)
Full Job Description**



ASSISTANT PRINCIPAL FOR STUDENT SERVICES

Reports To: The Principal
FLSA Status: Exempt
Prepared By: Human Resources

Summary: Works with the SOS Academy Principal to develop and other Assistant Principals to, establish, and maintain a program and environment for the delivery of quality education which will enable students to become more self-sufficient, productive, and contributing individuals in our society. Assist the school principal in overall administration of Student Services. The Student Services Assistant Principal serves a wide variety of functions for a wide variety of people. Their role is integral to the smooth and successful operation of the school. They are heavily involved in the day-to-day operations as they relate to students and faculty as a whole. Athletic events, transportation, dances, after-school clubs, conducting and mediating after-school meetings with parents and staff. The Assistant Principal is responsible for the discipline process. Although demanding, the role of the Student Services Assistant Principal is equally rewarding while being responsible to set and maintain a positive tone and climate for the school to include mutual respect, thoughtfulness, and kindness, while keeping focused on the mission and vision of the school, People, Process, Possibilities. Assists the principal in the discharge of his/her duties at all times and acts in the capacity of the principal during the principal's absence from the school.

Qualifications: Minimum of ten (3) years' experience in education, preferably including business administration, including finance and facilities, personnel, or positions with comparable experience and responsibilities, and evidence of a stable employment history with increasing responsibilities.

Essential Duties and Responsibilities: include the following: other duties may be assigned:

- Facilitates safe, successful, and efficient day to day school operations in faithful, equitable and charitable service to the school community (staff, students, parents, stakeholders).
- Provides consistent emphasis on and support for character development and community involvement through both formal and informal student events and activities.
- Participates in the screening, selection, training, and development of staff and guest teachers.
- Monitors the standards of conduct for students and staff members by developing/maintaining a positive climate that encourages orderly conduct by students
- Work with faculty, staff, and students to plan and implement formal and informal student events and activities that enhance a positive school culture
- Responsible for implementation and facilitation of student safety school wide to include lockdown and fire drill plans.

- Responsible for the school wide consistent enforcement and oversight of the student recovery/discipline process as defined in the school rules for student conduct as well as the Love and Logic process.
- Responsible for administering student medications and storing them in a safe place.
- Ensure that students are adequately supervised during noninstructional periods.
- Help to develop a student discipline management system that results in positive student behavior.
- Ensure that school rules are uniformly observed, and that student discipline is appropriate and equitable.
- Conduct conferences on student and school issues with parents, students, and teachers.
- Responsible for annual student screenings, i.e.. Hearing, scoliosis, vision, and others as deem necessary by the State.
- Responsible for overall direction of daily cafeteria supervision in collaboration with cafeteria staff and finance department.
- Responsible for, with approval of the Principal, appropriate rules and regulations governing the conduct of teams and coaches.
- Responsible for coordinating, with coaches, transportation for athletic participants.
- Responsible for collaborative before and after school club program planning and implementation; administration of a thriving on campus before and after school club program including its successful and efficient organization and day to day operations
- Share supervisory responsibility for professional staff with school principal and Assistant Principal. Supervise teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.

Climate of Care and Support

- Ensures that each student and staff member is treated fairly, respectfully, with an understanding of culture and context in interactions, decision making and practice.
- Creates and sustains positive relationships with staff, families, and the community for the benefit of students.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conforms with the school's standards and school district policies.

Performs such other tasks assigned by the Principal and assumes such other responsibilities as needed for the organization.