

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FACILITATOR, Academy

QUALIFICATIONS

- Certification in appropriate field.
- Five (5) years of successful teaching/work related experience.
- Knowledge of computer applications and technology as related to specific job functions.

REPORTS TO Principal

SUPERVISES No supervisory duties

POSITION GOAL

To coordinate the Academy program and to serve as a liaison between Academy and institution of higher learning.

PERFORMANCE RESPONSIBILITIES

1. * Facilitate the establishment and oversight of Academy activities.
2. * Inform administrative personnel about program activities through regular meetings.
3. * Collect data and submit accurate reports, when requested.
4. * Facilitate the development of educational modules for orientation, classroom activities, and on an annual basis volunteer/mentor training.
5. * Review Academy curriculum annually.
6. * Facilitate regular meetings with Academy staff to assess progress and allocate program tasks.
7. * Promote program Advisory Committee's involvement in guidance, appraisal, and direction related to Academy activities.
8. * Facilitate student tracking.
9. * Manage monetary and human resources within the program.
10. * Keep professional skills and knowledge updated.
11. Perform other duties as assigned by the High School Principal.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-08-E \$61,556 - \$94,429
M-11 D-221 H-1657.5

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **43**

Function
Survey Code **73028**
Job Code **1971**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

January 29, 1993