

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TEACHER, On-the-Job Training (All Day)

QUALIFICATIONS

- Bachelor's Degree with certification in the respective areas.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer and technological applications, as related to specific job functions.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

Responsible for an instructional program utilizing laboratory skills development and related activities with supervised-on-the-job training.

PERFORMANCE RESPONSIBILITIES

1. * Provide instruction which will assist students with growth in human relations and job skills.
2. * Identify suitable employers for student work.
3. * Ensure that both students and employers adhere to State and Federal Laws concerning the employment of minors.
4. * Conduct on-the-job visitations, as needed.
5. * Establish criteria for and select all students for program.
6. * Coordinate the activities of respective vocational clubs with classroom activities.
7. * Develop training plans for on-the-job training and ensure implementation of those plans.
8. * Maintain records on all students.
9. * Develop evaluation plan for the program.
10. * Ensure that students receive periodic vocational counseling.
11. * Evaluate students training stations.
12. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, A-V Equipment, Car

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Reaching	Extending hand(s) and arm(s) in any direction.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
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TERMS OF EMPLOYMENT

PAY GRADE

T \$37,950 - \$73,750
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD
Personnel Category 7
EEO-5 Line 33
Function Varies
Job Code 1101J
Survey Code 51071

FLSA

Applicable
 Not applicable

BOARD APPROVED

June 11, 2013

ADA Information Provided by Mike Blasewitz
Position Description Prepared by Mike Blasewitz