

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

TEACHER, Juvenile Detention Center Specialist

QUALIFICATIONS

- Bachelor's Degree or higher with current Florida Educator's Certificate in any subject area
- Three years of satisfactory classroom/instructional setting experience
- Knowledge of technology and computer applications as related to specific job functions

REPORTS TO Program Supervisor of Drug Free and Alternative Learning Programs

SUPERVISES No supervisory duties

POSITION GOAL

To assist with the coordination and delivery of the educational program for students of the Seminole County Regional Juvenile Detention Center.

PERFORMANCE RESPONSIBILITIES

1. * Conduct regular meetings of the Detention Center teaching staff and coordinate staff development activities.
2. * Serve as liaison between the Detention Center superintendent and the Program Supervisor of Drug Free Schools and Alternative Learning Programs.
3. * Maintain an inventory of equipment and instructional materials utilized by the Detention Center teaching staff.
4. * Process purchase orders, maintenance requests for school board equipment and facilities, and warehouse orders for the teaching staff.
5. * Recommend to the Program Supervisor any program or procedural changes that appear necessary to facilitate a more effective program.
6. * Assist the Program Supervisor with efforts to maximize effective utilization of staff and minimize duplication of efforts and services.
7. * Facilitate a transition program for students returning to schools in Seminole County.
8. * Assist with student supervision at the Center.
9. * Assist with developing the summer schedule for educational services.
10. * Coordinate Dividends speakers and other special program presenters for the Center.
11. * Serve as liaison with the home school of students being served in the Detention Center.
12. * Assist the Program Supervisor with the development of grants.
13. * Maintain computerized records of students entering and withdrawing from the Detention Center and all records relative to FTE and the Dropout Prevention tracking system, ESSS and Chapter I students in accordance with law, policies, and administrative rule.
14. * Represent the Program Supervisor on committees and at meetings, as assigned by the Program Supervisor.
15. * Disseminate information to the School Board employees assigned to the Detention Center.
16. * Assist the Program Supervisor with the day-to-day activities of the educational program at the Detention Center.
17. * Assist the Program Supervisor with developing the budget for the educational program at the Detention Center.
18. * Perform other duties as assisted by the Program Supervisor of Drug Free Schools and Alternative Learning Programs.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	TBA	Function	7300	2 Medium Work	March 11, 1997
T \$37,950 - \$73,750	Personnel Category	7	Survey Code	55001	3 A - I / K - V	
M-10 D-196 H-1372.0	EEO-5 Line	33	Job Code	1112	4 None	