

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### TEACHER TRAINER

#### SALARY SCHEDULE: INSTRUCTIONAL

#### COST CENTER: DISTRICT-WIDE

#### QUALIFICATIONS:

- (1) Bachelor's Degree or higher from an accredited educational institution in TESOL, English Education, Early Childhood Education, Elementary Education, Exceptional Student Education, Foreign Language, Multicultural Education, or Bilingual Education or a degree as appropriate for the position.
- (2) Valid Florida Educator's Certificate with Certification K-12, and a minimum of one core curriculum area.
- (3) Minimum of three (3) years' successful teaching experience.
- (4) Experienced in Adult Training.

#### Desired Qualifications:

- (1) Master's Degree in a related field.
- (2) Experience in a like position.
- (3) Experience in working with mainframe and desktop computer systems.
- (4) Knowledge and skills related to compliance with applicable policies and laws
- (5) Bilingual preferred for ESOL Consultant.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of students and their needs. Knowledge of program requirements for all phases of the student's educational experience. Knowledge of local and state guidelines. Ability to interface with school personnel and parents.

#### REPORTS TO:

Applicable District Supervisor/Director

#### JOB GOAL

To advise and assist the Director in the development, coordination and evaluation of the programs for compliance with applicable policies and laws.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Manage, coordinate, develop and evaluate district programs.
- \* (2) Develop, implement and provide follow-up activities for staff development training.
- \* (3) Coordinate curriculum and instructional issues for the diverse needs of all students.
- \* (4) Coordinate and develop the implementation of training programs for family involvement.
- \* (5) Facilitate networking among schools, families, local, state and federal agencies.
- \* (6) Supervise the selection, acquisition and dissemination of appropriate educational resources.
- \* (7) Monitor compliance requirements and legal issues through assessment and evaluation.
- \* (8) Monitor FTE student data reports.
- \* (9) Conduct ongoing needs assessments.
- \* (10) Research and participate in professional activities to enhance job performance.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.
- \* (12) Provide for a safe and secure workplace.
- \* (13) Model and maintain high ethical standards.

**TEACHER TRAINER (Continued)**

- \*(14) Follow attendance, punctuality and proper dress rules.
- \*(15) Maintain confidentiality regarding school matters.
- \*(16) Keep supervisor informed of potential problems or unusual events.
- \*(17) Respond to inquiries and concerns in a timely manner.
- \*(18) Prepare all required reports and maintain all appropriate records.
- \*(19) Follow all School Board policies, rules and regulations.
- \*(20) Exhibit interpersonal skills to work as an effective team member.
- \*(21) Demonstrate support for the school district and its goals and priorities.
- \*(22) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approval compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 03**

\* Essential Performance Responsibilities