



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Teacher Resource Specialist Trainer, Magnet Schools (10 month)
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work in Magnet schools, supporting students in achieving high levels of academic achievement.

Essential Functions of this Job

Organizes, administers and coordinates curriculum programs within Magnet schools. Will assist in refining and implementing program attractors. Will assist in the revision of selected Magnet schools and monitoring of the Magnet school application process. Will confer with teachers, parents, and District personnel.

Will communicate eligibility criteria, guidelines, policies and admissions procedures to parents, school sites and the public, as well as voucher programs.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough experience within a Magnet, choice and/or charter school. Ability to plan, organize and facilitate improvements in student academic achievement. Ability to promote diversity and a choice of curriculum delivery. Ability to prepare records and reports and establish and maintain effective working relationships with students, various groups of employees, as well as the public and School and District administrators. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a minimum of a Bachelor's degree and Teaching Certification in subject specialty. A minimum of three years teaching experience in subject area is also required.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 10027
EEO5: 43
Approval Date: 2010-05-26
Date Last Revised: 2013-07-03

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.