



Classification Description

Job Title: Classroom Teacher, Charlotte Campus **Pay Grade:** FSWSCHS Schedule

Job Code: 6303 **FLSA Status:** Exempt

Job Purpose

This is a responsible, professional educator position accountable for enabling all students to succeed in school and graduate with the skills, knowledge and attitudes to be successful workers and responsible citizens.

General Responsibilities

Essential Functions

Maintains a valid Florida Teaching Certificate or appropriate certification.

Adheres to the rules and regulations as prescribed by the State Board of Education Florida Statutes, Florida SouthWestern State College, the School Board, and administrative procedures.

Prepares, maintains, and submits accurate and complete records and reports as required by the State Board of Education Florida Statutes, the School Board, and administrative procedures.

Supports the student learning plan.

Assists in upholding and enforcing school rules, administrative procedures and Board policies.

Maintains a classroom environment which is safe, orderly, and conducive to effective learning, and appropriate to the maturity and interest of all students.

Meets and instructs assigned classes in the locations and at the times designated.

Prepares and maintains lesson plans for classes assigned, and shows written evidence of preparation upon request of supervisor.

Works with students to create a classroom environment that is conducive to teaching and learning.

Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of all individuals or student groups involved.

Understands and uses available technology, materials and tools related to the job.

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Follows federal, state, College and department guidelines that relate to the job.

Promotes positive public relations for the school and the institution.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in the specific teaching discipline as outlined below.

Valid Florida teacher certification, equivalent, or eligible to receive certification.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Specific Teaching Discipline Qualifications

Biology

A Bachelor's degree or higher from a regionally accredited institution of higher education with an undergraduate or graduate major in biology, OR

a Bachelor's degree or higher from a regionally accredited institution of higher education with thirty (30) semester hours in science to include twenty-one (21) semester hours in biological science with associated laboratory experiences, OR

a Bachelor's degree or higher from a regionally accredited institution of higher education with specialization requirements completed for chemistry, earth-space science, or physics and eighteen (18) semester hours in biological science.

English

A Bachelor's degree or higher from a regionally accredited institution of higher education with an undergraduate or graduate major in English, OR a Bachelor's degree or higher from a regionally accredited institution of higher education with thirty (30) semester hours in English to include the areas specified below:

- Credit in English composition and grammar beyond freshman English,
- Credit in speech or oral interpretation, and
- Fifteen (15) semester hours in literature.

Mathematics

A Bachelor's degree or higher from a regionally accredited institution of higher education with an undergraduate or graduate major in mathematics, OR a Bachelor's degree or higher from a regionally accredited institution of higher education with thirty (30) semester hours in mathematics to include the areas specified below:

- Six (6) semester hours in calculus,
- Credit in geometry,
- Credit in probability or statistics, and
- Credit in abstract or linear algebra.

Social Studies

A Bachelor's degree or higher from a regionally accredited institution of higher education with an undergraduate or graduate major in social science, social studies, history, political science, geography, sociology, economics or psychology, OR a Bachelor's degree or higher from a regionally accredited institution of higher education with thirty (30) semester hours in social science or social studies to include:

- Six (6) semester hours in United States history, and additional courses in the areas specified below:
 - Western civilization or European history,
 - Asian, African, Latin American, or Middle Eastern history,

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- Economics,
- United States federal government,
- Geography, and S
- Sociology or psychology.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 6, 2009. Revised: February 15, 2011, March 12, 2012, and July 1, 2014.