

**BERKLEY ACCELERATED MIDDLE SCHOOL
JOB DESCRIPTION**

PRINCIPAL

QUALIFICATIONS:

1. Master's Degree
2. Appropriate Administrative Certificate in Educational Leadership or Educational Supervision
3. Minimum 3 years teaching experience and minimum 3 years experience in Administrative position

PURPOSE:

The Director provides educational leadership and administers and directs all activities and functions at the school. This person is responsible for implementing policies of the Board of Directors. The Director manages the financial affairs.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities for the Director are delegated by the Board of Directors and may include but are not limited to:

1. The Director is responsible for the hiring, evaluation, and termination of administrative, maintenance, and instructional staff.
2. The Director is responsible for all personnel actions, including commendations and grievances, in accordance with Board policy.
3. The Director supervises the operation and maintenance of the school facility and equipment.
4. The Director manages all purchases according to Board policy.
5. The Director facilitates resolution of conflicts in accordance with Board policy.
6. The Director coordinates the academic testing and student evaluations.
7. The Director is responsible for approving the existence of any school club and its activities.

PROCEDURES:

1. The Director maintains a personnel file for each member of the instructional staff. Contained in this file is the educational and experience background, performance reviews and evaluations.
 - a. The contents of this file shall at all times be confidential to the extent permitted under the Public Records Act.
 - b. All personnel decisions made by the Director shall be made in accordance with Board policies.
2. The Director ensures the school facility is properly maintained. This includes, but is not limited to the regular cleaning, regular preventive maintenance on school owned or leased equipment and the stocking of office and school supplies.
3. The Director interacts with the owner/landlord of the building to assure the building and equipment are functional and appropriate for school activities. This includes, but is not limited to, the heating and air conditioning systems, alarm systems, locks, kitchen equipment, and bathroom facilities.
4. The Director is permitted to make purchases in accordance with the approved budget. The Director should endeavor to obtain the greatest value per dollar spent for all purchases by obtaining at least three quoted estimates for purchases over \$750.
5. The Director ensures the curriculum processes and goals for the school are being carried out.
6. The Director tracks the academic testing and evaluations in accordance with the State guidelines. The Director works with the local school board liaison to ensure accountability for each student.

**BERKLEY ACCELERATED MIDDLE SCHOOL
JOB DESCRIPTION**

ASSISTANT PRINCIPAL

MAJOR FUNCTION

To assist in providing the vision and leadership necessary to develop and administer educational programs that optimize the human and material resources available for a safe and successful school for students, staff, parents, and community while emphasizing the learning process for all students leading to enhanced student achievement.

ILLUSTRATIVE DUTIES

Assists the school principal related to providing for leadership and management of programs and processes related to, delivery of instruction, school operations, personnel management, business management, student support services, student activities and community involvement. This includes but is not limited to responsibilities assigned by the principal which relate to one or more the following: Ability to read, interpret and enforce State Board Rules, Board Policies, Code of Ethics, and appropriate State and federal statutes; provide leadership for and implement school improvement initiatives; develop, implement and evaluate instructional programs; implement processes to ensure a safe and orderly learning environment; interview and select qualified personnel to be recommended for employment; assess performance of personnel; provide for staff professional growth, coaching and feedback; manage all fiscal processes; link students to appropriate services; manage the school plant; coordinate the supervision of all extracurricular and co-curricular school programs and activities; facilitate parent and community involvement in the school.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Demonstrated behaviors related to each of the twelve (12) essential performance criteria for the position of assistant principal as follows: Planning/ Organizing, Sensitivity, Judgment, Stress Tolerance, Decisiveness, Controlling/Monitoring, Oral/Written Communication, Leadership, Analysis, Adaptability and Initiative; knowledge of, and demonstrated behavior consistent with, the Florida Principal Competencies embedded within the eight (8) Florida Principal Competency Clusters in relation to performing the major functions and tasks of school-based leaders.

Training and Experience:

- Master's Degree from an accredited educational institution
- Certification in Educational Leadership, Administration, or Administration/Supervision
- Minimum three (3) years teaching experience

**BERKLEY ACCELERATED MIDDLE SCHOOL
JOB DESCRIPTION**

PARAPROFESSIONAL

POSITION TITLE: Paraprofessional

PURPOSE: To assist a classroom teacher in his/her classroom and or office

REPORTS TO: Teacher and the Principal

ESSENTIAL FUNCTIONS:

1. To work with teacher as a team member in the educational and social development of the student
2. To assist the teacher in developing and maintaining a positive classroom environment.
3. To act as a positive social and emotional model to students
4. To perform instructional activities and monitor the results of those activities under the teacher's directions.
5. To assist teacher when asked to intervene with students in accordance with established disciplinary procedures.
6. To carry out behavioral management procedures as directed by the teacher.
7. To provide the teacher relevant information on student academic progress, behavioral change, physical needs, etc.
8. To cooperate with consultative and ancillary personnel in implementing recommendations for a given student
9. To maintain confidentiality by refraining from discussion of student progress and problems as required by Board confidentiality.
10. To assist in meeting the students personal care needs as directed, and as appropriate.
11. To assist students to and from school buses and vehicles, which may include lifting.
12. To assist students in traveling from different areas in the school building.
13. To adhere to daily duty and instructional schedules as established by the principal and/or teacher.
14. To perform clerical and housekeeping duties as directed.
15. To abide by building guidelines.
16. To monitor students during recess, lunch, arrival and dismissal times as directed.
17. To assist in preparation of materials, bulletin boards, and other displays.
18. To attend in-service/training programs as directed and appropriate.
19. To perform other related activities as directed by teacher and/or principal.

WORK YEAR: 186 days

PYSICAL DEMANDS: Sitting at desk for extended periods. Standing for limited periods of time. Frequent bending, stooping, twisting, reaching, grasping, light lifting – up to 40 pounds. Occasional carrying up to 15 pounds.

SENSORY ABILITIES: Visual acuity to read correspondence, computer screen. Auditory acuity to be able to use telephone. Ability to speak clearly and distinctly.

WORK ENVIRONMENT: Inside year round – Office setting, some outside work supervising students

TEMPERMENT: Ability to perform routine tasks repeatedly to the satisfaction of immediate supervisor. Ability to work as a member of a team. Must be courteous and able to deal effectively with the students. Must be cooperative, congenial and patient.

**BERKLEY ACCELERATED MIDDLE SCHOOL
JOB DESCRIPTION**

TEACHER

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution..
- (2) Certified by the state of Florida in their field of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child growth and development, especially of characteristics of children in the age group assigned. Knowledge of prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators, and others.

REPORTS TO:

Principal or Assistant Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with Board philosophy, goals and objectives.

PERFORMANCE RESPONSIBILITIES:

Planning / Preparation

1. Establish short and long-range plans based on goals that support student needs, the Board, and the Sunshine State Standards.
2. Plan and prepare lessons and strategies that support the School Accountability Plan.
3. Plan and prepare instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
4. Identify, select, and modify instructional materials to meet the needs of students with varying backgrounds, learning styles, and special needs.

Instructional Management

5. Maintain an organized and safe learning environment.
6. Manage time, materials, and equipment.
7. Establish and maintain accurate and efficient record keeping procedures.
8. Establish and maintain effective management of student behavior.
9. Assist in enforcement of school rules, administrative regulations, and Board policies.
10. Instruct and supervise the work of volunteers and/or assistants, when applicable.

Assessment / Evaluation

11. Develop effective assessment strategies to assist the continuous development of students.
12. Interpret data for diagnosis, instructional planning, and program evaluation.
13. Ensure appropriate testing environment, test security, and test procedures.

Direct Services

14. Demonstrate knowledge and understanding of subject matter content.
15. Use appropriate strategies and techniques to enhance critical thinking skills in students.
16. Apply appropriate instructional modifications for students with special needs.
17. Provide work for students that is relevant to the Sunshine State Standards.

18. Use appropriate materials, technology, and resources to help meet learning needs of all students.

Collaboration

19. Communicate effectively, both orally and in writing, with other professionals, students, parents, and the community.
20. Collaborate with peers to enhance the instructional environment.

Professional Development

21. Engage in continuing professional growth and keep abreast of recent developments in education through in-service, classes, and/or research.
22. Develop and implement an Individual Professional Growth Plan.

Professional Responsibilities

23. Model professional and ethical standards consistent with the Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida.
24. Perform and fulfill all professional responsibilities.
25. Support school improvement initiatives.
26. Recognize overt indicators of student distress or abuse and take stipulated action based on school procedures and law.

Student Growth / Achievement

27. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or program classification.

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 Board's approved compensation plan.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

**BERKLEY ACCELERATED MIDDLE SCHOOL
JOB DESCRIPTION**

SECRETARY

POSITION TITLE: Secretary

PURPOSE: To perform general secretarial duties.

REPORTS TO: Building Principal

ESSENTIAL FUNCTIONS:

1. Type reports, letters, memoranda, requisitions, and forms using applicable word processing/data base/spreadsheet.
2. Assist in the preparation of various reports, budgets as assigned.
3. Screen and monitor telephone calls insuring that messages are forwarded in a timely fashion.
4. Maintain an appointment calendar and a daily schedule. Remind administrator of appropriate deadlines and/or due dates.
5. Arrange appointments and meetings as appropriate. Schedule room(s) and arrange for room set-up per instructions.
6. Open, sort mail and handle routine request for information.
7. Maintain various records using data base technology as appropriate.
8. Develop and maintain an efficient comprehensive filing system.
9. Assist with workshop enrollment and registration as assigned. Prepare hand-outs and visual aids as assigned.
10. Maintain up-to-date mailing and telephone lists.
11. Prepare and process purchase orders as appropriate
12. Maintain a positive working relationship with Board Members, parents, staff, and a wide variety of service agencies.
13. Respond to routine requests for information.
14. Prepare mailings as assigned.
15. Maintain payroll information as appropriate.
16. Maintain attendance information as appropriate.

PHYSICAL DEMANDS: Sitting at desk for extended periods . Standing for limited periods of time. Frequent bending, stooping, twisting, reaching, grasping light lifting – up to 40 pounds. Frequent carrying – up to 15 pounds. Manual dexterity to prepare mailings and use office equipment. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES: Visual acuity to read correspondence, computer screen. Auditory acuity to be able to use telephone and greet visitors. Ability to speech clearly and distinctly.

WORK ENVIRONMENT: Inside year round – office setting.

TEMPERMENT: Ability to work as a member of a team. Must be courteous and able to deal effectively with people. Must be cooperative, congenial, and service-oriented. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions. Ability to complete assigned tasks with minimal supervision. Ability to read, write, and do simple computation. Ability to use correct grammar, sentence structure and spelling. Ability to compose clear, concise sentences and paragraphs. Ability to organize office setting to efficiently accomplish task. Ability to work independently and make work-related decisions. Ability to exercise good judgement in prioritizing tasks. Ability to communicate effectively.

EDUCATIONAL LEVEL: High School Diploma or GED

LICENSE: Valid state driver's license

**BERKLEY CHARTER SCHOOL
JOB DESCRIPTION**

GUIDANCE COUNSELOR

QUALIFICATIONS:

Training and Experience:

- Master's Degree from an accredited educational institution
- Certification in School Counseling
- Minimum three (3) years teaching experience; Certified instructor by the state of Florida

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child growth and development, especially of characteristics of children in the age group assigned. Knowledge of prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators, and others.

Knowledge of forms, assessments, and procedures for Guidance Counseling in Polk County, Florida. Knowledge of ESE procedures and forms. Ability to conduct IEP, Transition, and related meetings.

REPORTS TO:

Principal / Assistant Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with Board philosophy, goals and objectives.

SUPERVISES:

ESE Paraprofessional

PERFORMANCE RESPONSIBILITIES:

Planning / Preparation

1. Establish short and long-range plans based on goals that support student needs, the Board, and the Sunshine State Standards.
2. Plan and prepare lessons and strategies that support the School Improvement Plan.
3. Plan and prepare instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
4. Identify, select, and modify instructional materials to meet the needs of students with varying backgrounds, learning styles, and special needs.

Instructional Management

5. Maintain an organized and safe learning environment.
6. Manage time, materials, and equipment.
7. Establish and maintain accurate and efficient record keeping procedures.
8. Establish and maintain effective management of student behavior.
9. Assist in enforcement of school rules, administrative regulations, and Board policies.
10. Instruct and supervise the work of volunteers and/or assistants, when applicable.

Assessment / Evaluation

11. Develop effective assessment strategies to assist the continuous development of students.
12. Interpret data for diagnosis, instructional planning, and program evaluation.
13. Ensure appropriate testing environment, test security, and test procedures.

Direct Services

14. Demonstrate knowledge and understanding of subject matter content.

15. Use appropriate strategies and techniques to enhance critical thinking skills in students.
16. Apply appropriate instructional modifications for students with special needs.
17. Provide work for students that is relevant to the Sunshine State Standards.
18. Use appropriate materials, technology, and resources to help meet learning needs of all students.

Collaboration

19. Communicate effectively, both orally and in writing, with other professionals, students, parents, and the community.
20. Collaborate with peers to enhance the instructional environment.

Professional Development

21. Engage in continuing professional growth and keep abreast of recent developments in education through in-service, classes, and/or research.
22. Develop and implement an Individual Professional Growth Plan.

Professional Responsibilities

23. Model professional and ethical standards consistent with the Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida.
24. Perform and fulfill all professional responsibilities.
25. Support school improvement initiatives.
26. Recognize overt indicators of student distress or abuse and take stipulated action based on school procedures and law.

Student Growth / Achievement

27. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or program classification.

Administrative Duties:

Assists the school principal related to providing for leadership and management of programs and processes related to, delivery of instruction, school operations, personnel management, business management, student support services, student activities and community involvement. This includes but is not limited to responsibilities assigned by the principal which relate to one or more the following: Ability to read, interpret and enforce State Board Rules, Board Policies, Code of Ethics, and appropriate State and federal statutes; provide leadership for and implement school improvement initiatives; develop, implement and evaluate instructional programs; implement processes to ensure a safe and orderly learning environment; interview and select qualified personnel to be recommended for employment; assess performance of personnel; provide for staff professional growth, coaching and feedback; manage all fiscal processes; link students to appropriate services; manage the school plant; coordinate the supervision of all extracurricular and co-curricular school programs and activities; facilitate parent and community involvement in the school.

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 Board's approved compensation plan.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

**BERKLEY CHARTER SCHOOL
JOB DESCRIPTION**

ESE Facilitator

QUALIFICATIONS:

Training and Experience:

- Certification in ESE
- Minimum three (3) years teaching experience; Certified instructor by the state of Florida

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child growth and development, especially of characteristics of children in the age group assigned. Knowledge of prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators, and others.

Knowledge of forms, assessments, and procedures for ESE in Polk County, Florida. Knowledge of ESE procedures and forms. Ability to conduct IEP, Transition, and related meetings.

REPORTS TO:

Principal / Assistant Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with Board philosophy, goals and objectives.

PERFORMANCE RESPONSIBILITIES:

Collaboration

1. Communicate effectively, both orally and in writing, with other professionals, students, parents, and the community.
2. Collaborate with peers to enhance the instructional environment.

Professional Development

3. Engage in continuing professional growth and keep abreast of recent developments in education through in-service, classes, and/or research.
4. Develop and implement an Individual Professional Growth Plan.

Professional Responsibilities

5. Model professional and ethical standards consistent with the Code of Ethics and Principles of Professional Conduct of Education Professionals in Florida.
6. Perform and fulfill all professional responsibilities.
7. Support school improvement initiatives.
8. Recognize overt indicators of student distress or abuse and take stipulated action based on school procedures and law.

Student Growth / Achievement

9. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or program classification.

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 Board's approved compensation plan.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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