

JOB DESCRIPTION

Title	Teacher	New	05
Unit	Instructional (CCEA)	Revised	2/10

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

Bachelor's degree with an emphasis in Education or related field from an accredited educational institution. Basic computer skills required (i.e., ability to use email).

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to senior management, public groups, and school board.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

CERTIFICATE/LICENSE

Florida Teacher Certification

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while

on duty.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Principal

GENERAL RESPONSIBILITIES

1. Fosters student achievement and development.
2. Responsible for carrying out the teaching assignment.
3. Works with and through team leaders or department chair in the education process.
4. Collaborates with colleagues for the purpose of improving instruction and student performance.
5. Communicates regularly with parents.
6. Adheres to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida and the district's code of ethics policy.

SPECIFIC RESPONSIBILITIES

1. Communicates information to students.
2. Develops and implements engaging lessons and designs authentic work for students.
3. Incorporates reading and writing strategies across all content areas.
4. Participates in the selection, adaptation, and/or development of instructional materials.
5. Integrates technology appropriately to enhance student learning and instructional delivery.
6. Remains current and knowledgeable about evidence-based practices related to teaching and learning.
7. Implements evidence-based instructional strategies.
8. Develops and administers formative and summative assessments to monitor student progress.
9. Analyzes and uses student performance data to inform instruction.
10. Participates in Professional Learning Communities (PLC), IEP meetings, RtI meetings, Problem-Solving Team meetings and other school-based meetings as assigned.
11. Maintains class records and individual student progress records.
12. Establishes classroom routines and procedures and implements effective classroom management.
13. Identifies causes of classroom behavior and works to correct it utilizing all available resources.
14. Demonstrates instructional and social skills which assist pupils students in developing a positive self concept.
15. Demonstrates teaching skills which assist pupils in developing positive values, attitudes, and behavior

patterns.

16. Assists in maintaining inventory of instructional materials, supplies, equipment, and furniture.
17. Safeguards the health and safety of students.
18. Follows current safety procedures pertinent to specific subjects and/or activities (i.e., science labs, P.E. career, CTE).
19. Reports health and safety hazards.
20. Performs other duties as assigned.

JOB DESCRIPTION

Title	Exceptional Student Education (ESE) Assistant (Job Classification: Assistant)		
Unit	CCAEOCAP	Revised	6/03; 12/03; 10/10; 12/12; 12/14; 10/15; 10/16; 5/18

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

Two years of study at an institution of higher education; or an Associate’s degree (or higher); or demonstrate through a formal state or local academic assessment (*ParaPro Assessment*) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (e.g., ability to use email).

PLEASE NOTE: For ESE PreK Inclusion Assistants, the following minimum education/experience requirements apply:

Statutory Degree and Credentialing Requirements for Head Start Staff ACF-IM-HS-08-12 require CDA (Child Development Associate’s Credential), Associate’s degree, or Bachelor’s degree. If an applicant doesn’t hold an earned Associate’s or Bachelor’s degree, they would need a passing score on the *ParaPro Assessment* or 60 college credits earned to satisfy No Child Left Behind requirements in addition to a CDA.

The ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (i.e., ability to use email, Excel and Word).

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents, students, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

CERTIFICATE/LICENSE

Satisfactory completion required within 6 month probationary period of the following training and/or certification provided by the District: (1) CPR/AED; (2) First Aid; 3) medication administration; and 4) Crisis Prevention Intervention (CPI) or TEACH training. In addition, CPR and First Aid training must be completed every two (2) years and Crisis Prevention Intervention (CPI) or TEACH training need to be kept current and renewed on an annual basis.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to establish and maintain positive working relationships with others. Ability to work as a team member.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Principal

GENERAL RESPONSIBILITIES

1. Implement the District's philosophy of education and instructional program in accordance with District policies and administrative guidelines, Florida Department of Education requirements, and provisions of State and Federal law.
2. Assists the Exceptional Student Education (ESE) teacher(s) in providing a well-organized, smoothly functioning educational environment in which students with cognitive, physical, communication and emotional disabilities can take full advantage of the instructional program and available resources.

3. Serves as a resource by supporting the teacher's efforts to organize and coordinate the instructional program for students with disabilities and performs additional support duties as delegated by the principal or his/her designee.
4. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

SPECIFIC RESPONSIBILITIES

1. Assists students during teacher-directed whole group, small group, and individualized instruction.
2. Monitors and supports students during independent work or cooperative learning activities.
3. Provides follow-up and review after teacher-directed instruction.
4. Supports students' instructional programs through the preparation of educational materials and performs clerical tasks associated with instructional activities.
5. Assists with supervision of students in specific school settings (e.g., playground, lunchroom and media center).
6. Assists in implementing the goals and objectives of the students' Individual Educational Plans (IEP).
7. Assists in developing/maintaining students' daily living needs, such as toilet needs, lifting, diapering, feeding and personal hygiene, transferring, positioning, and ambulation as necessary.
8. Assists with management of chronic health conditions by monitoring student health status and administering procedures as indicated in the student's IEP of individual health care plan.
9. Assists with the arrival, departure and transportation of students.
10. Assists in classroom/student management, assists teachers in observing, recording and maintaining data about student performance and behavior and health status, and intervenes with District-approved Crisis Prevention Intervention (CPI) CPR, first aid, medication, and child-specific procedures when indicated and appropriately trained.
11. Assists with monitoring student behavior using positive behavior supports.
12. Provides, under the supervision of the ESE teachers and/or the direction of the registered nurse, the accommodations/modifications and related services as documented in the student's IEP.
13. Escorts students to and from classes or specialized functions as needed.
14. Uses positive, effective interpersonal communication skills.
15. Maintains confidentiality concerning education, health and personal information about students.
16. Follows District policies and procedures for protecting health, safety and well being of children and youth.
17. Demonstrates dependability, integrity, and respect for individual differences.
18. Maintains required certifications by participating in workshops and in-service training sessions as required.
19. Performs other duties as required.

JOB DESCRIPTION

Title	Nutrition Service Worker		
Unit	Teamsters	Revised	07/05; 07/06; 01/11; 7/17; 8/18

QUALIFICATIONS

To perform this job well, a person must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable changes may be made to help individuals with disabilities to perform their job.

EDUCATION/EXPERIENCE

Work experience related to food preparation and meal service preferred.

LANGUAGE SKILLS

Ability to read, write and comprehend, in English at the eighth grade level, simple instructions, short correspondence and memos. Ability to effectively present information to students, teachers, administrators, co-workers and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to expand and reduce quantities in recipes, i.e. from 100 to 500 portions.

CERTIFICATE/LICENSE

N/A

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instruction. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to follow instructions and to learn necessary skills to perform duties involving preparation, cleanup, serving of food, and record keeping and proper sanitation and safety techniques.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally required to sit. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds (with assistance), up to 25 pounds frequently, and

up to 10 pounds constantly. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is subject to different temperatures for short periods of time, cool to cold environment (freezer, walk-in cooler) and high humidity/heat (stoves, ovens). The noise level in the work environment is usually noisy.

REPORTS TO

School Nutrition Services Manager

GENERAL RESPONSIBILITIES

1. Participates in activities related to the School Nutrition Services program.
2. Follow instructions and work schedules given by the School Nutrition Services Manager.

SPECIFIC RESPONSIBILITIES

1. Works cooperatively with other Nutrition Services employees to assure that delicious, nutritious and attractive meals are served to customers every school day.
2. Provides meal service to students and adults in a friendly and courteous manner, resolving customer concerns as they arise.
3. Sets up serving area in an attractive manner and serves a variety of appetizing and accurately portioned foods to all customers.
4. Uses work simplification techniques to effectively and efficiently complete job assignments.
5. Maintains and operates equipment in a proper, safe, and sanitary manner.
6. Follows written safety and sanitation procedures. Follows District guidelines during emergency situations.
7. Follows, adjust, and extends standardized recipes as per production schedules.
8. Maintains good personal hygiene. Wears designated uniform and appropriate shoes at all times. Participates in special food promotions and dresses accordingly.
9. Operates point-of-sale system, secures, counts, and verifies daily revenue.
10. Receives, date-stamps, and stores inventory items in storeroom, coolers and freezers. Maintains proper inventory records and safe food handling practices.
11. Follows written and oral food production schedules, washes, peels and prepares fruits and vegetables; cleans and prepares meat items; prepares beverages; makes salads, sandwiches, entrees, vegetables, side dishes, soups and breakfast items. Prepares and bakes breads, rolls, cookies, cakes and desserts as assigned.
12. Scrapes trays, washes dishes, pots, and pans; empties refuse and cleans kitchen floor area. Cleans equipment, windows, doors, walls, fans, filters and bathrooms. Maintains clean storage and work area.

13. Attends training courses provided by the school district, county and/or state as required.
14. Reports to work on time as per written schedule. Reviews work schedule to identify assigned tasks for each work day. Receives prior approval before staying at work after the scheduled leave time.
15. Notifies the manager ahead of time if unable to report to work.
16. Performs any kitchen task or other duty as assigned.

JOB DESCRIPTION

Title	Transportation School Bus Driver		
Unit	Teamsters	Revised	10/05; 1/10; 6/14; 11/19

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

Previous experience or training is not required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

CERTIFICATE/LICENSE

Must have a CDL permit with passenger endorsement and school bus endorsement before starting training. Must possess prior to employment or obtain within the training period of initial employment, a valid Florida Commercial Driver License Class B Passenger and school bus driver endorsements. Must have CPR and First Aid Certificates prior to driving bus /students.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit occasionally for extended periods. The employee is occasionally required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Transportation Zone Manager at assigned compound/terminal

GENERAL RESPONSIBILITIES

1. Complies with all laws, regulations, rules and directives promulgated by state agencies, School Board policies, and the Transportation Department concerning bus drivers and or related matters.
2. Operates any and all vehicles used by CCPS to transport students with or without a bus attendant.
3. Works a split shift as required by Department operational needs.
4. Maintains acceptable attendance in accordance with School Board Policy
5. Ability to meet State requirements for dexterity tests and emergency evacuation.

SPECIFIC RESPONSIBILITIES

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Adheres to the District Safe Driver Plan.
4. Maintains discipline when students are on the bus and ensures that bus rules are followed.
5. Reports undisciplined, bullying or harassing students to the proper authorities immediately.
6. Exercises responsible leadership while transporting students.
7. Embraces the District's character traits, setting the example for students by exhibiting professionalism, pride and exemplary character at all times.
8. Keeps assigned bus (whether route bus, substitute bus or field trip bus) clean and fueled.
9. Maintains assigned route schedule and work schedule as directed by Zone Manager.
10. Performs post- trip inspection to ensure no student or non-essential equipment remains aboard the bus. Immediately reports any student found on the bus.
11. Performs student checks at each school in the morning and at the end of each bus run in the afternoon.
12. Using an Electronic Vehicle Inspection unit, (E.V.I.R.), performs a pre-trip checklist, new daily bus operation for mechanical defects and to ensure sufficient fuel to complete assigned run. (Maintains a minimum of one-half tank of fuel in any vehicle driven at all times)
13. Using an E.V.I.R., performs a post trip checklist after completion of the last run of the day for mechanical defects.
14. Using a Supplemental Bus Service Write Up Form, notifies the Transportation Service Department of any mechanical or safety equipment failure, malfunction or discrepancy in any bus assigned only if unable to

enter it into GPS and tracking software/equipment.

15. Picks up and discharges students only at authorized stops. Notifies supervisor of any recommended changes or modifications.
16. Transports only authorized persons.
17. Allows parents of ESE and Pre-K students to board the bus to assist with their child.
18. Maintains CPR certification and demonstrates proficiency annually.
19. Reports all unsafe situations, all accidents or unsafe conditions immediately and completes required reports.
20. Reports all accidents immediately and does not move the bus until directed by CCPS or law enforcement.
21. Parks vehicles in assigned space.
22. Ensures assigned bus is properly equipped for assigned route/field trip prior to departure.
23. Operates radio systems in accordance with prescribed procedures. Notifies Dispatcher immediately if any problems arise.
24. Attends and participates in all required annual in-service training, safety sessions, and employee meetings.
25. Fills out and submits sick leave forms immediately upon returning to work.
26. Required certificates/licenses must be maintained and kept current during the term of employment.
27. Performs other duties as assigned.