



Micanopy Area Cooperative School

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Brenda Maynard
Director

Notice of Instructional Position Opening

March 4, 2016

POSITION: Instructional – Full time classroom

CERTIFICATION and QUALIFICATIONS: Florida Teaching Certificate K-6
Classroom experience required.

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.

PERFORMANCE RESPONSIBILITIES:

Planning / Preparation

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

Instructional Management

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

Assessment / Evaluation

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

Direct Services

- Demonstrate knowledge and understanding of subject matter content.

- Apply principles of learning and effective teaching methods that encourage students to be actively engaged in the learning process.
- Use appropriate strategies and techniques to enhance critical thinking skills in students.
- Apply appropriate instructional modifications for students with special needs.
- Provide work for students that is relevant to the School Improvement Plan and the Florida State Standards.
- Provide instruction on school safety procedures, and proper handling of materials and equipment.
- Use appropriate materials, technology, and resources to help meet learning needs of all students.

Collaboration

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

Professional Development

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

Professional Responsibilities

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

Student Growth / Achievement

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

EFFECTIVE DATE OF VACANCY and/or POSITION OPENING:

August 15, 2016

DIRECTIONS FOR FILING APPLICATION:

Send resume, including professional references, to Brenda Maynard, Director
Micanopy Area Cooperative School, 802 NW Seminary Street, Micanopy, FL 32667 (352) 466-0990 or
maynardb@macschool.us

DEADLINE FOR FILING APPLICATION:

Open until filled

INTERVIEW INFORMATION:

An interview will be scheduled as applicable.