

**THOMAS BUZBEE VOCATIONAL HIGH SCHOOL**

**Job Announcement**

**Position: Social Studies Instructor**

**Position(s) Available: 1**

**Opening Date: October 4, 2018**

**Closing Date: Open until filled**

**Salary: Depends on Experience**

**Status: Exempt**

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**GENERAL DESCRIPTION:**

This position is responsible for providing high school social studies support in an inclusive classroom setting for students. We utilize the computer based PLATO system as a self-paced program in our academic classrooms.

**REPORTS TO:**

Thomas Buzbee Vocational High School Administration

**QUALIFICATIONS:**

- BS/BA degree required.
- Ability to obtain appropriate secondary special education SBEC certification required.
- Appropriate secondary social studies composite SBEC certification or the ability to earn it required.
- Must be able to relate to youth and minority groups and work well in a team setting.
- Must have basic computer skills.
- Must pass a criminal history check and drug screen.
- Ability to keep confidential information.

**SPECIFIC DUTIES:**

- Responsible for providing education support to all students in an inclusive classroom.
- Responsible for all required record keeping and folders on all assigned students.
- Responsible for being regular education representative in all ARD meetings as needed.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Attend all education workshops assigned by school administration and self-selected for professional growth.
- Act as regular education liaison as needed with contract agencies.
- Monitor student performance and prepare required reports.
- Perform other duties as assigned.

**Evaluation**

The evaluation will be based on the positive outcome and achievement of all students.

**CONTACTS:**

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