Title: College and Career Teacher  Reports To: Director of Academic Affairs/Pilot Director

School Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary:
The College and Career Teacher at New Beginnings High School prepares the customer for their future through research, assessment, instruction, and support. Strong focus on student achievement, personal growth, and guidance in goal setting equips the customer for post-secondary education or career success.

Key Responsibilities:
- Support NBHS by attending community service and outreach activities throughout the year
- Conduct academic and vocational assessments to assist customers in post-graduation options
- Monitor graduation requirements and academic progress and intervene when risk is evident
- Research and compile information on occupational, educational, and marketplace data to be a resource for customers (i.e. scholarship and financial aid processes)
- Develop and maintain relationships with employers, community resources, and organizations
- Develop and promote paid employment, volunteer, on-the-job training, and apprenticeship positions for customers
- Administer OJT program by collecting documentation, processing work credits, visits to student work site, and deliver classroom training
- Teach life skills, employability and business classes to assist customers in preparing for today’s job market
- Provide job development plans and assist and guide customers in resume preparation
- Instruct and guide in general knowledge preparation for ACT/SAT/CPT
- Coordinate and participate in college visits
- Visit students in their homes to engage with them in future planning and problem solving
- Coordinate NBHS graduation activities and program
- Establish a positive, respectful, welcoming, and inclusive environment
- Manage customer behavior through a positive behavior system that incorporates customer recognition and positive customer feedback
- Facilitate committee meetings for committees assigned to, and report committee activities to supervisor
- Prepare for and participate in FTE reviews and other state sponsored audits, as requested
- Support recruitment, marketing, building community relationships, and retention by visiting the physical communities where our customers reside
- Participate in school meetings to gain an understanding of school programs and services
- Other duties as assigned
Minimum Qualifications

Requirements
- Bachelor Degree, Master’s Degree preferred
- Florida Teaching Certification in Business Ed. (6-12), multiple certifications preferred
- Minimum of 2 years secondary classroom experience
- Thorough knowledge of career education curriculum and programs
- Thorough knowledge of college entry requirements and resources available to customers
- Bilingual/bi-literate preferred
- Unwavering belief that all customers can learn and achieve success in school
- Extreme flexibility to accommodate multiple priorities and a strong work ethic to accommodate a high level of responsibility
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Evidence of ongoing professional development
- Willing to work flexible hours (Occasional nights and weekends)
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, Reliable transportation, Valid automobile insurance

Key Competencies
- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Exhibit strong organizational skills and orderliness in work and environment
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
The College and Career Teacher must demonstrate commitment to the mission and vision of New Beginnings High School resulting in student achievements in their post-secondary choices and related subject matter through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment
Requires working indoors in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
Generally the job requires 40% sitting, 20% walking and 40% standing. Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with customers, internal and external contacts, and with the public. Requires working indoors in environmentally controlled conditions. May require working outdoors as well, with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print)__________________________
Employee Signature ______________________________
Date _____________________

Principal/CEO (print)_________________________________
Principal/CEO Signature _________________________________
Date _____________________