

# NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

**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. New Beginnings High Schools offer both virtual and brick and mortar options for students.

## 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 MS Office Certification program by delivering classroom training in a blended learning environment
- Teach life skills, employability and business classes to assist customers in preparing for today's job market
- Work in collaboration with Success Coach in support of customers on campus with collegial and career services
- Plan and conduct programming that focuses on the full customer's experience ranging from campus activities and resume development in job search skills
- Instruct and guide in general knowledge preparation for ACT/SAT/CPT
- Coordinate and participate in college visits
- Conduct home visits of enrolled seniors at their homes to engage with them in future planning and problem solving in a variety of socio-economic neighborhoods, to investigate customer truancy issues; must follow CDC and NBHS guidelines of social distancing with customers by not (a) entering the customer's home, (b) maintaining 6ft social distancing guidelines, (c) not allowing customers to enter in vehicle
- Coordinate NBHS graduation activities and program
- Establish a positive, respectful, welcoming, and inclusive environment
- Responsible for monitoring senior graduation progress by implementing interventions by reinforcing academic plans/goals for customers in collaboration with the campus DAP
- Meet with the DAP weekly to review academic

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- 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
- Manage all aspects of the blended learning classroom (Direct instruction methods combined with computer-mediated activities both face to face and virtual)
- Monitor student progress for virtual learning by using multiple SIS systems
- Virtually engage with students on a daily schedule
- Compile, assess, and maintain customer data that drives academic goals for student growth and achievement
- Responsible for cleaning and sanitizing classroom daily
- Assist with sanitizing all campus common areas
- Reinforce social distancing by all customers, NBHS staff, and visitors
- Supports all NBHS staff and customers in both face to face and virtual settings
- 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
- Bilingual/bi-literate preferred
- Thorough knowledge of career education curriculum and programs
- Thorough knowledge of college entry requirements and resources available to customers
- 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 and assist NBHS customers and Directors (occasional evenings 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

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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

### 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

### Working Conditions

#### Environment

Requires working indoors in an environmentally controlled office setting. Requires sitting for the majority of the day. This is an 11 month exempt position that may require travel.

#### 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.

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**Health and Safety**

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

*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 \_\_\_\_\_

Direct Supervisor/Principal (print) \_\_\_\_\_

Direct Supervisor/Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

