

**Hernando County School Board
Florida**

FLSA: Exempt, Union

TEACHER ON SPECIAL ASSIGNMENT FOR THE SPRINGS COAST ENVIRONMENTAL EDUCATION CENTER

Required Qualifications:

- Bachelor's Degree
- Florida teaching certification
- Experience with the state science curriculum grades K-12
- Must have the following certifications: Lifeguard, CPR, AED and First Aid

Desired Qualifications:

- Ability to work with people from various agencies
- Must be able to work with a variety of governmental agencies which have an interest in the Springs Coast Environmental Education Center (SCEEC)
- Ability to work collaboratively with schools to enhance their experience at the Springs Coast Environmental Education Center (SCEEC)
- Experience related to job duties and responsibilities
- Science or Elementary Education certification

Performance Responsibilities:

- Oversee the daily operation of the Springs Coast Environmental Education Center as well as the development and enhancement of the program and facilities
- Be responsible for student instruction (K-12), curriculum development and implementation, student safety, school scheduling, facilities maintenance and upkeep, fundraising, as well as maintaining relationships with SWFWMD and other governmental agencies with an interest in the Center programs
- Coordinate program scheduling of all schools visiting the SCEECE
- Schedule appropriate facilities maintenance
- Assume responsibility for supervising and physically maintaining the Springs Coast facility including:
 - General cleaning
 - Waxing and maintain floors
 - Lawn maintenance including mowing, trimming etc.
 - Trail maintenance
 - Equipment maintenance
 - Building projects (walkways, trails, fencing, tables etc.)

- Site development
- Assume responsibility for the SCEEC budget and finance
- Order materials and equipment supplies
- Supervise and train SCEEC noninstructional personnel
- Serve as a leader for the Springs Coast Environmental Education Centers programs including the:
 - Planning of daily activities
 - Setup of daily activities
 - Daily instruction of students in grades K-12
- Plan and develop curriculum for all grades (K-12) attending the SCEEC programs
- Foster relationships between the SCEEC, the schools, teachers and administrators of Hernando County Schools
- Plan teacher training programs
- Serve as liaison for **SWFWMD** Water Resources Education Programs
- Serve as contact for **SWFWMD** Splash Grant Program
- Research funding sources and submit appropriate grant requests
- Solicit funding from private individuals
- Promote the Springs Coast Environmental Education Center (SCEEC) at community events
- Work with **SWFWMD** to ensure compliance with **SWFWMD** policies for the SCEEC
- Perform other duties as assigned by the Supervisor of Curriculum and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Curriculum and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Curriculum and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

73028

Board Approved: 07/28/09

Revised: 05/17/11