

# Hernando County School Board Florida

FLSA: Exempt, Union

## TEACHER ON SPECIAL ASSIGNMENT FOR RECRUITMENT & RETENTION

### **Required Qualifications:**

- Master's Degree
- Florida Educator's Certification
- Minimum of five (5) years of successful teaching experience
- Valid Florida Driver's License

### **Desired Qualifications:**

- Team Leader experience
- Florida certification in Educational Leadership
- Training and/or experience in professional development
- Clinical Educator Trained

### **Performance Responsibilities:**

- Coordinate the planning and implementation of the mentorship program for new and aspiring teachers
- Coordinate the teacher retention program
- Supervise retention mentors/supervising teachers throughout the District
- Develop individualized check lists and timelines for satisfaction of employee Statement of Status of Eligibility issued by the FLDOE
- Meet regularly with recruitment mentors to review mentee logs for progress and accuracy
- Attend Progress Meetings to monitor Alternative Certification employees to assist with completion of requirements per FLDOE Statement of Status of Eligibility
- Assist with the planning and implement recruitment and retention activities designed to enhance the district's ability to attract, hire and retain qualified instructional staff
- Serve on the District's Recruitment and Retention Committee
- Maintain contact with other school districts and agencies to exchange information and ideas relating to recruitment and retention
- Assist with monitoring and reporting progress of recruitment and retention efforts of critical shortage area teachers
- Assist with a new teacher incentive program throughout, working with the business community, various organizations, and agencies
- Keep the Supervisor of Recruitment abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Supervisor of Recruitment and/or designee

**Physical Demands:**

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

**Reports to:**

Reports directly to the Supervisor of Recruitment and/or designee

**Evaluation:**

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

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon the approved salary schedule - Instructional

**Job Code:**

63012

Board Approved:  
Revised: