



**Job Title: Teacher, Collegiate High School**

## **CLASSIFICATION DESCRIPTION**

---

**Department: Collegiate High School**  
**Pay Grade: T1, T2, T3**  
**FLSA Status: Exempt**  
**Remote Work Eligible: No**  
**Job Code: B3002**

### **JOB SUMMARY**

This position delivers standard curriculum to students via classroom, lab, and/or online. Duties may include: prepping courses each term; grading student assignments, and troubleshooting student issues (i.e., emails, questions, office hours, deadlines, tutoring, etc.). Some administrative duties may be required including: maintaining departmental files; updating adjunct faculties' courses; managing courses and course content; serving on College committees; participating in College activities; and making program updates with other departmental faculty.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Engages students through frequent and effective communication, timely feedback on manually graded assignments, and quick responses to questions; makes numerous posts for online courses.
- Troubleshoots student issues, which may include: emailing students; answering questions about course content; scheduling face-to-face or virtual office hours to discuss academic issues; addressing behavioral or academic integrity issues, tutoring or answering questions over the phone; filling out early-alert forms; etc.
- Performs administrative duties, which may include: updating syllabi for all program courses weeks before each term begins; monitoring student surveys, updating standard courses; loading adjunct faculty course section's content; and working with other faculty on program updates.
- Maintains live course content, which may include: creating and transcribing class videos; posting syllabi at the beginning of each term; sending weekly email updates for each module; setting due dates and calendar reminders at the beginning of the term; checking links or fixing content that may be unclear for students; etc.
- May maintain, supply and schedule students for courses involving labs.
- Enhances the courses with current and relevant content, including: adopting new textbook editions; re-writing or adding material; and modifying the organization or delivery of the content as needed.

Prepared: February 2023

- Utilizes additional learning resource sites, such as Pearson for core homework and exam completion and StockTrak for investments simulation.
- Co-chairs or participates in committees including: scheduling meetings; finding opportunities for members to engage with the College and students; planning and hosting meetings; and planning activities that help benefit both the degree program and students.
- Engages with College or community committees related to topics that correlate to program content or related discipline administration.
- Serves the College in additional ways, such as advising students with career related questions or written recommendations; serving on hiring or other committees; participating in College events; and conducting office hours.
- May provide additional support work for budgeting, training, and accreditation.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree related to teaching discipline from an accredited college or university; two (2) years of related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of (or eligible for) a valid regular Florida teaching certificate in any field. Master's degree preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Academic program requirements;
- Learning styles;
- Online instructional techniques;
- Customer service principles;
- Presentation principles and practices;
- Diverse populations and cultures;
- Instructional technology; and
- Computers and related software applications.

### Skills in:

- Managing time;
- Organizing;
- Planning;
- Evaluating;
- Coordinating;
- Resolving conflict;
- Solving problems;
- Developing and delivering presentations;
- Communicating, both verbally and in writing; and
- Using a computer and related software applications.

### Ability to:

- Demonstrate a professional, cooperative and considerate attitude toward students, colleagues and staff;
- Work with a diverse group of people;
- Be objective; and
- Apply technology to the classroom experience.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Licenses or certifications required for assigned area(s) of instruction.

Teacher certification as required by the state for high school courses for the collegiate high school if applicable.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* 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 constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

**St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.**