

MARCO ISLAND CHARTER MIDDLE SCHOOL



JOB DESCRIPTION

SPECIFIC RESPONSIBILITIES (continued)

- 7. Mentoring and guiding teachers in their quest to improve their job performance**
- 8. Completing appropriate reports required by the Florida Department of Education and/or the District School Board of Collier County**
- 9. Organizing and administering the Florida Standards Assessments (FSA) and the End of Course (EOC) examination program, as well as other required assessments and certifying that these assessments were administered with integrity and fidelity**
- 10. Attending appropriate District meetings**
- 11. Participating in the school's department and grade level (teaming) meeting whenever possible**
- 12. Organizing faculty meetings and setting its agenda**
- 13. Delivering academic counseling to students who receive grades of "D" or "F"**
- 14. Seeking assistance for those students who need after school help or tutoring**
- 15. Maintaining and updating the school's website**
- 16. Performing other duties as assigned by the C.E.O./Principal**