



Amazing Opportunities for Educators in Jefferson County Florida

About the Jefferson County Turnaround

On March 21, 2017, the Jefferson County School Board voted 5-0 to approve Somerset Academy Incorporated's three charter applications. In essence, the vote established Somerset as the entity that would take over the entire districts students' education in grades PK-12 including its alternative school. The vote was historic for Florida and Somerset becomes the first network of charter schools that will run an entire school district.

Jefferson County while currently small compared to the various school districts throughout the state suffers from generational poverty and very low academic achievement. The district is currently 100% direct certified free and reduced lunch. The challenges to sustained academic success and creating a transformational culture in one of the state's most challenging environments is not lost to the Somerset Board of Education.

Somerset will recruit the very best teachers to Jefferson County from throughout the area and across the country. Somerset will offer highly competitive salaries and benefits making Jefferson County teachers the highest paid in the state.

About Somerset Academy

Our Vision: Somerset Academy is dedicated to providing equitable, high-quality education for all students.

Mission Statement: The mission of Somerset Academy, Inc. is to promote a culture that maximizes student achievement and fosters the development of responsible, self-directed life-long learners in a safe and enriching environment.

Founded in 1997, Somerset Academy Charter School opened in Miramar, Florida to humble beginnings. Appropriately named Somerset Neighborhood, the school was housed in a two-room schoolhouse and served 50 students from Kindergarten through 5th grade. To meet parental demand, the school expanded in the years to follow but was careful to maintain a nurturing, tight-knit learning environment and multi-age/multi-level classroom philosophy that parents love and children thrive in.

Somerset Academy now offers high-quality K-12 educational programs in Florida, Nevada, Washington D.C. and Texas that have, and continue to, achieve academic success. Although all Somerset Academy schools share a vision, each campus has a unique and enriching educational program that is tailored to the community they serve. This formula, along with incredible support from parents, has made Somerset Academy a nationally recognized, award-winning family of high quality public charter schools.

In 2009, Somerset Academy became the first network of public charter schools in the nation to earn district accreditation from the Southern Association of Colleges and Schools for its proven commitment to quality and educational excellence. Somerset Academy Davie earned a National Blue Ribbon from the U.S. Department of Education; Somerset South Homestead earned the highest gains of any elementary school in the state (while serving a predominantly minority population) in 2011; and the graduation rate at Somerset Academy high schools continues to surpass state and national figures at 90 to 100 percent.

Benefits:

Somerset Academy schools value their employees and offer:

Competitive Salaries (highest in the state of Florida)

Comprehensive Employee Benefit Options

Medical Insurance (including life insurance benefit)

Dental Insurance

Vision Coverage

Ability to purchase

Benefits for dependents

Supplemental insurance options through AFLAC

401k Retirement

Flexible Spending Accounts (FSA)

Educational Assistance/Tuition Reimbursement

Employee Assistance Program (EAP)

Teacher Mentoring and Enhanced Professional Development Programs

See Next Page for Salary Schedule

Year	Somerset Jefferson County	Miami-Dade County	Leon County
1	\$43,800	\$40,800	\$36,160
2	\$44,000	\$41,412	\$37,000
3	\$44,840	\$41,412	\$37,840
4	\$45,400	\$42,022	\$38,400
5	\$45,960	\$42,022	\$38,960
6	\$46,520	\$42,636	\$39,520
7	\$47,080	\$42,636	\$40,080
8	\$47,640	\$43,248	\$40,640
9	\$47,920	\$43,248	\$40,920
10	\$48,480	\$43,860	\$41,480
11	\$49,040	\$43,860	\$42,040
12	\$49,440	\$44,472	\$42,880
13	\$50,440	\$44,472	\$43,440
14	\$51,280	\$45,084	\$44,280
15	\$52,120	\$45,084	\$45,120
16	\$52,960	\$45,696	\$45,960
17	\$53,800	\$45,696	\$46,800
18	\$54,640	\$46,038	\$47,640
19	\$55,480	\$46,038	\$48,480
20	\$56,040	\$46,920	\$49,040
21	\$56,880	\$46,920	\$49,880
22	\$57,720	\$46,920	\$50,720
23	\$58,280	\$46,920	\$51,280
24	\$58,840	\$46,920	\$51,840
25	\$59,680	\$46,920	\$52,680
26	\$60,520	\$46,920	\$53,520
27	\$61,360	\$46,920	\$54,360
28	\$62,200	\$46,920	\$55,200
29	\$63,040	\$46,920	\$56,040
30	\$63,880	\$46,920	\$56,880
31	\$64,720	\$46,920	\$57,720
32	\$65,560	\$46,920	\$58,560
33	\$66,760	\$46,920	\$59,760
34	\$69,419	\$46,920	\$62,419
35	\$72,892	\$46,920	\$65,892

Jefferson County Advanced Degree Supplement

Master's Degree add \$3,200 to pay

Specialist's Degree add \$5,200 to pay

Doctoral Degree add \$7,200 to pay

Where to live if I move:

Jefferson County

Jefferson County is located in the heart of "the other Florida," the Florida of rolling hills and stately oaks draped in wispy Spanish moss. Situated in the state's Panhandle, it is the only county that extends from Georgia on the north to the Gulf of Mexico on the south. Known as the "Keystone County," it is approximately mid-way between Jacksonville, Florida's northern-most Atlantic port

and Pensacola, one of her largest Gulf ports. Monticello, the county's seat of government, is just 23 miles east of Florida's capital city of Tallahassee, and is fast becoming one of that thriving city's favorite "bedroom communities."

For people who are looking for plenty of elbow room, Jefferson County offers thousands of wooded acres and gently rolling hills. Ponds and lakes of all sizes liberally dot this pastoral landscape, covering a full 11 square miles of the county's 609 square mile area. Lake Miccosukee alone sprawls over 6200 acres along our northwest border, offering bountiful fishing and recreational opportunities. Three major rivers, the Wacissa, Aucilla and St. Marks cover hundreds more acres of the county, running through miles of virtually untouched forest and marshlands. One of these, the lovely Wacissa River, has been designated as a state canoe trail by the Florida Department of Natural Resources.

Looking for more of city life:

Leon County and Tallahassee

Located in the Florida Panhandle 25 minutes south of Jefferson County, Tallahassee is a place where college town meets cultural center, politics meets performing arts and history meets nature, a place where the vibrancy of what to do is matched only by the cities inviting hospitality. Enjoy a vibrant lifestyle with restaurants and bars. See exciting collegiate athletic events and come cheer on the Noles of Florida State University. Tallahassee has everything a big city has with a warm and local feeling of friendliness.

What positions are available?

Somerset is currently seeking the very best administrative, instructional and support staff in the nation.

Current Openings:

Principal
Assistant Principal
Instructional Reading Coach
Instructional Math Coach
Instructional Science Coach
Teachers

**Apply by sending your resume to:
resume@somersetjefferson.org**

See below for job descriptions:

Principal's Job Description

JOB TITLE: Principal
REPORTS TO: Board of Directors
SUPERVISES: Students and all instructional and non-instructional positions

NATURE AND SCOPE OF JOB:

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the Board of Directors and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

JOB FUNCTIONS AND RESPONSIBILITIES:

The school Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.
3. Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
4. Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
6. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
7. Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning,

accepting responsibility, and demonstrating pride in the education profession.
Encourage all teachers to do the same.

8. Notify immediately the Board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.

9. Keep the Board advised of employees not meeting their contractual agreement.

10. Research and collect data regarding the needs of students, and other pertinent information including the collection of detail regarding the sacraments students have received or are preparing for.

11. Keep the staff informed and seek ideas for the improvement of the school.
Conduct meetings, as necessary, for the proper functioning of the school: weekly meetings for full-time staff; monthly staff meetings or as needed.

12. Establish and maintain an effective inventory system for all school supplies, materials and equipment.

13. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.

14. Assume responsibility for the health, safety, and welfare of students, employees and visitors.

15. Develop clearly understood procedures and provide regular drills for emergencies and disasters.

16. Maintain a master schedule to be posted for all teachers.

17. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).

18. Maintain visibility with students, teachers, parents and the Board.

19. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.

20. Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

21. Use excellent written and oral English skills when communicating with students, parents and teachers.

22. Complete in a timely fashion all records and reports as requested by the Board.
Maintain accurate attendance records.

23. Maintain and account for all student activity funds and money collected from students.
24. Communicate with the Board regularly about the needs, successes and general operation of the school.
25. Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical and emotional needs.
28. Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Assure that excluded pupil's parents or guardian are apprised of the reasons for exclusion.
29. Maintain positive, cooperative and mutually supportive relationships with staff and parents.
30. Attend required meetings (e.g.: fund-raising, curriculum, etc.) and extra school sponsored functions.
31. Perform any duties that are within the scope of employment and certifications, as assigned by the Board and not otherwise prohibited by law or in conflict with contract.
32. Provide quarterly student grade and behavior reports to parents. Post honor roll lists each quarter.
33. Work with the Chaplain to guide and instruct the teachers to provide the spiritual atmosphere inherent in a traditional Catholic educational environment.
34. Nurture both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
40. Enforce uniform policy and appearance policy so as to assure a school environment that is focused on academic achievement rather than on individuals.
41. Provide and supervise a safe recreation and play period for the students.

Qualifications:

- 3 years of more of administrative experience
- 5 years of teaching experience
- Master's Degree in Educational Leadership or Curriculum
- 3 letters of recommendation
- Last two evaluations

Salary:

- Commensurate with experience but highly compensated.

Job Description

POSITION TITLE: Assistant Principal

CONTRACT YEAR: Twelve Months

QUALIFICATIONS

EDUCATION: An earned Master's Degree or higher from an accredited institution.
Certifications: Valid Florida Certification in Educational Leadership, Administration, Administration & Supervision, School Principal or Professional School Principal at the appropriate grade level for the school.

EXPERIENCE

REQUIRED: Three (3) years teaching experience at a school site. Demonstrated ability to communicate effectively in both oral and written forms.

PREFERRED: 1-3 years of administrative experience at a school site.

REPORTS TO: School principal and school Board of Directors

SUPERVISES: Instructional and Service Personnel assigned by the principal.

POSITION GOAL: To assist the Principal in providing vision and leadership to develop, administer and monitor educational programs that optimize the human and material resources available for a successful and safe school program for students, staff and community.

SKILLS AND ABILITIES: The Assistant School Principal will effectively perform the performance responsibilities using the following skills and abilities:

- ☐ read, interpret and implement the appropriate state and federal statutes and policies, Sponsor's Policies and school board policies and procedures
- ☐ use group dynamics within the context of cultural diversity and be knowledgeable of Florida educational reform, accountability and effective school concepts
- ☐ demonstrate knowledge and practice of current educational trends, research and technology

- ☐ understand the unique needs, growth problems and characteristics of school students
- ☐ train, supervise and evaluate personnel
- ☐ demonstrate effective communication and interaction skills with all stakeholders

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant School Principal shall:

LEADERSHIP

- ☐ Use collaborative leadership style and quality process to involve stakeholders in establishing and achieving the school's mission and goals.
- ☐ Assist the principal in providing leadership and direction for all aspects of the school's operation.
- ☐ Assist in establishing and monitoring a school mission and goals that are aligned with the Board's mission and goals.
- ☐ Exercise proactive leadership in promoting the vision and mission of the Board's Strategic Plan.
- ☐ Maintain an active involvement in the school improvement planning process.
- ☐ Assist with establishing and monitoring procedures for an accreditation program and monitor standards to ensure they are met.
- ☐ Provide for the articulation of the school's instructional program among school personnel.
- ☐ Assist in the management and development of the implementation and assessment of the instructional program at the school to ensure all students have equal learning opportunities.
- ☐ Use quality improvement principles and processes in daily administration of school.
- ☐ Assist in developing and maintaining a safe school atmosphere conducive to learning and student achievement.
- ☐ Maintain visibility and accessibility on the school campus and at school related activities and events.
- ☐ Assist in conducting staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- ☐ Build teams to accomplish plans, goals and priorities.
- ☐ Assist in the establishment of procedures used in the event of school crisis and/or civil disobedience and provide leadership in the event of such incidents.
- ☐ Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- ☐ Anticipate difficult situations and develop plans to handle them.
- ☐ Serve as arbitrator for serious discipline problems in accordance with School policies, board and Sponsor's policies and state statutes.

Salary: Commensurate to experience but highly compensated.

JOB DESCRIPTION

POSITION TITLE: Guidance Counselor (Budgeted under contracted services)

CONTRACT YEAR: 10-12 Months

QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution; Florida certification in Guidance and Counseling. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Principal or designee

POSITION GOAL: To implement processes to help students through classroom guidance, individual academic planning, responsive services, and system support.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Guidance Counselor shall:

- ☐ meet with parents/students prior to and during the registration process, inform the students of classes relative to course selection and assist the administration in the registration and scheduling process
- ☐ assist in development of the school's master schedule
- ☐ conduct follow-up meetings after the master schedule is developed to make any necessary changes in students' schedules
- ☐ conduct orientation meetings to provide information regarding class offerings and registration procedures
- ☐ provide individual counseling for students regarding scheduling upon request of the student or his/her parent/guardian
- ☐ counsel students on personal and academic concerns and notify parents as deemed necessary
- ☐ evaluate credits from outside sources
- ☐ provide training to teachers, parents and students on pupil progression plan
- ☐ provide materials and suggestions for classroom oriented guidance activities
- ☐ arrange student, parent and teacher conferences
- ☐ acquaint students new to the school with teachers, facilities and programs to help them adjust to their new environment
- ☐ assist in the early identification of students for proper educational placement, such as exceptional child, federal and bilingual programs
- ☐ work with parent groups in the area of child growth, development and discipline

- ☐ meet with teachers to present and explaining the results of various testing programs
- ☐ assist teachers in effective utilization of test results
- ☐ identify community and school system resources and when advisable, refer student situations to the proper agencies
- ☐ keep records of conferences and send reports within the limits of confidentiality, to the principal, administrative assistants, and/or teachers as requested
- ☐ gather information from all faculty members having contact with a student being considered for referral
- ☐ review current developments, literature and technical sources of information related to job responsibility
- ☐ ensure adherence to good safety procedures
- ☐ participate in professional growth activities and complete a professional development plan
- ☐ attend professional conferences and workshops related to the overall guidance program
- ☐ perform other duties as assigned by the Principal
- ☐ follow School, Board, and Sponsor policies as well as federal and state laws.

Salary: Individual will be placed on the teacher salary schedule as indicated based on experience.

JOB DESCRIPTION

POSITION TITLE: Teacher

CONTRACT YEAR: Ten-Month Salaried - Annual Contract

QUALIFICATIONS

EDUCATION: Bachelor's degree from an accredited college or university;
Certifications: valid Florida certification in the subject area.

EXPERIENCE PREFERRED: Experience - Two (2) years of successful classroom experience in the appropriate subject area.

REPORTS TO: Principal

POSITION GOAL: To create and maintain a classroom atmosphere that generates high expectations and enthusiasm for learning by infusing critical thinking skills, application skills, interpersonal skills, and technology into an aligned curriculum and assessment process, resulting in measurable achievement gains for all students.

SKILLS AND ABILITIES

The teacher shall:

- Possess knowledge of curriculum Florida Standards in the appropriate subject area.
- Be able to adapt, design and implement curriculum to meet the needs of the individual students.
- Be able to suggest educational and classroom management strategies, materials and techniques to parents and other support personnel working with students.
- Be able to use observation techniques for identification, ongoing re-evaluation and planning for students.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The teacher shall:

DEMONSTRATE PROFICIENCY

- Demonstrate mastery of all state competencies

- Demonstrate mastery of all twelve of the teacher practices benchmarks for the 21st century at the professional and eventually the accomplished level
- Demonstrate knowledge and understanding of the subject matter
- Foster students' achievement gains from baseline assessment levels to be evident in pre/post test comparison results, standardized test scores, and portfolios
- Assist the administration and staff to develop and implement a school-wide behavior management system aligned to the Board's policies and procedures
- Provide supportive classroom management and academic strategies to teachers, students, and parents.

DEMONSTRATE INITIATIVE

- Demonstrate efficiency
- Demonstrate punctuality
- Demonstrate consistent attendance
- Review current developments, literature and technical sources of information related to job responsibility
- Initiate and present innovative ideas for special projects, school functions, field trips, extracurricular activities, and clubs
- Initiate opportunities for professional development
- Provide supplemental instruction.

PARTICIPATE IN CONTINUED PROFESSIONAL DEVELOPMENT

- Demonstrate oral and written proficiency
- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments
- Pursue further education and supplemental credentials.

UNDERSTAND AND EMPLOY A VARIETY OF EDUCATIONAL TECHNOLOGIES, STRATEGIES, AND TEACHING STYLES

- Employ differentiated instructional strategies to maximize learning
- Role model using the state competency checklist
- Consistently maintain portfolios (dating and ordering each piece).

SERVE AS ROLE MODELS FOR STUDENTS AND FUTURE TEACHERS

- Role model using the state competency checklist
- Promote problem-solving skills and character education
- Promote and enforce school rules.

ADVISE PARENTS

- Keep parents updated through interim reports, report cards, phone calls, and notes home
- Encourage and facilitate parental and community involvement promoting student achievement
- Document parent phone calls, conversations, and conferences

- Work as partners to create behavior modification plans and create Progress Monitoring Plans (PMP) for students
- Maintain flexibility and frequent contact with parents about student progress and school events.

DEMONSTRATE AWARENESS OF EACH STUDENT'S EDUCATIONAL NEEDS

- Continually assess students' development through clearly defined rubrics
- Establish, maintain, assess, and (if needed) modify individual student progression plans
- Identify those students who exhibit exceptional thinking styles and behaviors and implement and/or accommodate those exceptional needs
- Assist in data collection and preparation of reports including individualized educational plans of instruction for students.

WORK COOPERATIVELY AND PRODUCTIVELY WITH CO-WORKERS

- Interact with maturity and professionalism among administration, staff, and students at all times
- Take initiative to implement projects, programs, and/or compensate for shortcomings within classroom and/or the school environment
- Exhibit congeniality among co-workers, students, and parents
- Show assertiveness - delegate when necessary
- Be a team player while respecting others differences
- Separate professional and personal spheres
- Be flexible - always have a back-up plan
- Be willing to help where help is needed.

FOLLOW GUIDELINES REGARDING SAFETY AND EDUCATION

- Supervise student recreation (having at least one person in the classroom at all times)
- Complete and maintain accident reports (keeping one in a permanent file and sending one copy to parents)
- Keep emergency numbers at hand and a stocked first aid kit accessible in classroom
- Maintain up-to-date lesson plans within curriculum guidelines
- Complete, distribute, and maintain files of all behavior and homework referrals as required (one in permanent folder, one sent home)
- Complete and maintain files of all report cards, interim reports, and county test records
- Follow safety requirements regarding aisles, doorways, fire alarms, and fire extinguishers at all times
- Participate in monthly fire and other safety drills
- Keep dangerous objects (knives, rocks, etc.) and toxic substances (ammonias, medicines, etc.) out of the reach of children at all times

- Follow appropriate County medication guidelines for all students (remember never to give Tylenol, cough drops, or any prescription medications without the written consent of the parent and administrator and accompanied by the appropriate medical forms).

PARTICIPATE ACTIVELY IN SCHOOL FUNCTIONS

- Attend parent/teacher meetings and conferences
- Plan and participate in special events
- Perform other duties as assigned by the Principal.

Salary: Individual will be placed on the teacher salary schedule as indicated based on experience.

Instructional Coach (Math, Reading, Science)

Job Description & Responsibilities

VISION OF PROGRAM:

An Instructional Coach is expected to present a positive, proactive, and professional approach to the school in which he/she works. The Instructional Coach will help support an environment with a focus on their assigned area and an interaction with teachers, teams, and administrators.

REPORTS TO: Principal and Assistant Principal

ASSIGNMENTS:

Instructional coach will be assigned at the discretion of the Principal.

ROLE AND RESPONSIBILITIES:

☐ Research and provide content knowledge and resources to staff about learning and teaching such as:

- o teaching strategies

- o best practices in their area of expertise.

- o assessment techniques (e.g. formative, summative, informal, formal)

- o interpretation of assessment / data analysis

☐ Research and prepare materials for the use by teachers

☐ Research and provide information and guidance regarding a range of effective and innovative instructional practices through various activities such as:

- o individual discussions (informal and formal)

- o coaching sessions

- o demonstration lessons with pre- and post-discussion/analysis

- o professional learning groups

- o staff meetings

- o well-planned professional development programs encouraging lifelong learning that demonstrate the ability to present reading as a process rather than a series of skills

☐ Maintain schedule and paperwork consistently, appropriately and in a timely manner

☐ Maintain a collection of professional reading/learning materials reflecting current research

☐ Maintain the confidentiality of schools, teachers, and classrooms

☐ Coordinate/facilitate instructional material pilots and implementations

☐ Participate in School Improvement meetings to support literacy goals

☐ Meet no less than monthly with the other Instructional Coaches and the Director

QUALIFICATIONS:

☐ Appropriate Certification

☐ 5+ years classroom experience

☐ Advanced degree or coursework preferred but not required.

☐ Outstanding presentation and facilitation skills

☐ Interpersonal skills (communication, problem solving, conflict management, collaboration) to share research based instructional approaches and provide advice, mentoring, and coaching to teachers and administrators

☐ Strong organizational skills

Salary: Individual will be placed on the teacher salary schedule as indicated based on experience. Plus an additional \$3,000 on top of placement on salary scale.