

**TITLE:** School Inservice Representative

**QUALIFICATIONS:**

1. Florida Teaching Certificate.
2. Current employee of the school district.
3. Experience in planning/facilitating/delivering staff development /in-service.
4. Effective communication.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal/Director or designee

**JOB GOAL:** To provide assistance with staff development/in-service at school/department site.

**ESSENTIAL FUNCTIONS:**

1. Serves as liaison between Staff Development Center and the school/department.
2. Participates in planning and arranging school/department based in-service.
3. Registers and manages paperwork for school-based/department based in-service.
4. Assists with individual in-service registration.
5. Disseminates information about available training opportunities.
6. Distributes individual in-service reports.
7. Attends SIR meetings.

**OTHER RESPONSIBILITIES:**

1. Performs related work as required (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
2. Adheres to school district policies and procedures.

**PHYSICAL REQUIREMENTS:**

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Days for the work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

**ASSESSMENT:**

The principal or designee will assess the effectiveness of the school inservice representative annually with respect to the performance of essential functions.

Adopted: 05-30-2002