**School District of Santa Rosa County**

**JOB DESCRIPTION**

**Exceptional Student Education (ESE) Teacher**

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| **Reports to: School Principal** | **FLSA Status: Exempt** |
| **Department: Exceptional Student Education (ESE)** | **Prepared by: Human Resources** |
| **Date: March 13, 2014** | **Job Code: 21140,25020,25041,25066,25205,25206,25207,**  **25208,25209,25230,25231,25232,25234,25235,25236,25237,25238,25239,**  **25240,25290,25300,25301,25302,25303,25304,25610,25611,25612,25613,**  **25614,25615,25616,25617,25618,25619,25620,25622,25623,25625,25626,**  **25627,25628,25629,25630,25631,25632** |

**Principal Duties and Responsibilities (Essential Functions)**:

* Collaborates with other teachers in full inclusion classrooms, instructional staff, other school personnel, parents and a variety of community agencies and accommodates, for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans that support of the school improvement plan.
* Collaborates with other teachers in full inclusion classrooms non-instructional staff to administer subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
* Provides instruction to students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
* Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
* Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
* Assesses student progress towards objectives, expectations, and/or goals (e.g. behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) for the purpose of providing feedback to students, parents and administration.
* Monitors and manages student behavior, reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of providing and maintaining personal safety of students, providing a safe, positive learning environment and adhering to state and federal laws and school board policies.
* Participates in a variety of meetings, including Individual Education Plan (IEP) for the purpose of conveying and/or gathering information required to promote students’ educational, physical, and social/emotional development.
* Prepares a variety of written materials (e.g. adaptive materials, grades, attendance, anecdotal records, Individual Education Plans, behavior logs, etc.) for the purpose of documenting student progress and meeting mandated requirements.
* Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
* Responds to emergency situations, if nurse is not available, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) to resolve immediate safety concerns and/or directing to appropriate personnel for resolution, for the purpose of providing appropriate care for children as assigned
* Directs para-professionals for the purpose of providing an effective classroom program and addressing the needs of individual students.
* Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Supervision Received:**

ESE Director

Coordinator of ESE Programs and Compliance

School Administration

**Supervision Exercised:**

Paraprofessionals as assigned

**Minimum Qualifications & Skills Required:**

1. Bachelor’s degree or higher from an accredited institution

2. Currently hold or eligible for Florida teaching certificate or appropriate license

**Preferred:**

1. Highly Qualified
2. ESE Certification K-12

**Physical Demands:**

1. Exerting up to 20 lbs. of force occasionally and/or carry, lift or move students or equipment weighing up to 50 lbs, waist high.
2. Possess sensory skills to effectively communicate with others as normally defined by the ability to see, read, talk or hear
3. Ability to sit for extended time periods and use hands and fingers for manual dexterity
4. Ability to handle or feel equipment or lift/carry students
5. Ability to be physically mobile as normally defined by the ability to stand for extended time periods, walk, reach with arms and hands, climb or balance, and to bend at waist height, squat down on the balls of the feet, rest on knees, or move along slowly on hands and knees

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.