

JOB DESCRIPTION:

This employee is responsible for organizing and implementing an instructional program to meet the needs of students who are unable to attend school for medical reasons.

Duties of this position include but are not limited to:

1. **Planning:**
 - a. Designing the exceptional student education program so that it is consistent with the total educational philosophy and goals of the district.
 - b. Continuing professional growth through educational meetings, visiting related facilities, reading professional literature, and exchanging ideas among the district staff.
 - c. Working in coordination with other ESE teachers in planning and developing the program.

2. **Programming:**
 - a. Preparing, implementing, and evaluating an annual educational plan for each student based on individually assessed needs in accordance with district procedures.
 - b. Using appropriate assessment instruments pertinent to areas of instruction.
 - c. Preparing lesson plans for each student.
 - d. Providing specialized instructional techniques through individual sessions designed to meet the educational needs of students.
 - e. Seeking a variety of services through community resources and agencies to meet the needs of exceptional students.
 - f. Coordinating with regular or special curriculum.
 - g. Providing parents with home strategies as appropriate to the student.

3. **Public Relations:**
 - a. Cooperating with school personnel in coordinating ESE services within the school.
 - b. Conferring with the classroom teacher as requested concerning any educational needs of a student.
 - c. Developing and conducting an inservice program to inform classroom teachers of the goals and objectives of the ESE program and ways of achieving them in the school setting.
 - d. Providing information to community groups and parents concerning ESE programs as requested or needed.

4. **Reporting:**
 - a. Insuring that each student in the program has necessary evaluation records in his/her permanent folder.
 - b. Furnishing the school principal with current exceptional student schedules.
 - c. Completing progress reports on each student in the program as needed.
 - d. Supplying formal progress reports to school personnel and to parents of exceptional students necessary or requested.
 - e. Coordinating report card grades with classroom teachers.
 - f. Completing reports for appropriate local and state educational agencies.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree.
2. Valid Florida Educator's Certificate.

DESIRED QUALIFICATIONS:

1. Graduate hours beyond a bachelor's degree.
2. Classroom experience.
3. Experience in a like position.
4. Excellent communication skills
5. Flexibility to continuous changing environment.