

JOB DESCRIPTION:

This employee is responsible for organizing and implementing an instructional program for physically impaired students and meeting the duties of teaching as outlined in laws and policies.

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 with district staff.
 - c. Working in coordination with other ESE teachers and ancillary personnel in planning and developing the program.

2. Programming:
 - a. Identifying strengths and weaknesses of physically impaired students.
 - b. Preparing, implementing, and evaluating an annual educational plan (including transition plans as prescribed) for each student based on individually assessed needs and in accordance with district procedures.
 - c. Using appropriate assessment instruments pertinent to areas of instruction.
 - d. Supporting projects and programs designed to serve students in the program (e.g. Special Olympics, when appropriate).
 - e. Preparing lesson plans for each student.
 - f. Providing appropriate schedules for exceptional students involving school personnel as required.
 - g. Seeking a variety of services through community resources and agencies to meet the needs of exceptional students.
 - h. Providing specialized instructional techniques and media through individual or group sessions designed to meet the educational, social, and emotional needs of students.
 - i. Participating in the in-school staffing and screening process as appropriate.
 - j. Participating on evaluation teams for physically impaired students as appropriate.
 - k. Planning, implementing and evaluating community-based instruction as indicated in the educational plan.
 - l. Planning and implementing self-care programs including providing direct assistance to students (e.g., toileting, positioning, lifting, feeding, etc.).
 - m. Preparing food for students with special needs.
 - n. Planning and implementing a program to assemble, adjust and maintain equipment used in the instructional program (includes adaptive equipment).
 - o. Supervising paraprofessionals and/or LPNs as assigned.

3. Public Relations:
 - a. Cooperating with school personnel in coordinating ESE services within that school.
 - b. 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.

- c. Assist in providing information to community groups and parents concerning ESE programs as requested.
 - d. Assist in coordinating and providing news releases through the immediate supervisor for local news media as requested.
 - e. Conferring with other classroom teachers concerning any educational needs of the physically impaired student.
4. **Reporting:**
- a. Ensuring 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.
 - d. Supplying progress reports to school personnel and to parents as necessary and requested.
 - e. Completing reports for appropriate local, state, federal and educational agencies.
 - f. Referring those students who require further evaluation or re-evaluation follow-up services to the appropriate school personnel or community agencies.
 - g. Other responsibilities as directed by his/her immediate supervisor.

REQUIRED QUALIFICATIONS:

- 1. Bachelor's degree or above.
- 2. Valid Florida certification in field.

DESIRED QUALIFICATIONS:

- 1. Graduate work beyond the bachelor's degree.
- 2. Classroom teaching experience.
- 3. Experience in a like position.