THE SCHOOL BOARD OF MARTIN COUNTY

TEACHER EXCEPTIONAL STUDENT EDUCATION

JOB DESCRIPTION

QUALIFICATIONS:

(1) Bachelor's degree from an accredited educational institution.

(2) Valid Florida teacher certification in appropriate area.

(3) ESE teachers who are teaching reading at a middle or high school will be required to add the reading endorsement to their certificate. The exception is for ESE middle and high school teachers who are teaching reading under a course number that begins with a 78 or 79, excluding Gifted.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and implement an Individual Education Plan (IEP). Knowledge of child development, both typical and atypical, and especially of characteristics of students with disabilities. Knowledge of the prescribed curriculum. Knowledge of current educational research relating to the education and training of children with disabilities. Basic understanding and knowledge of current technology. Skill in using varied teaching and communication methods to address student needs. Ability to communicate orally and in writing. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of the laws, policies and procedures relating to the education of students with handicapping conditions and of the adaptive devices, techniques, therapies, and medical procedures required.

REPORTS TO:

Principal or Assistant Principal

JOB GOAL

To provide a classroom experience in which each child will develop physically, emotionally, psychologically, and behaviorally.

SUPERVISES:

Paraprofessionals as assigned.

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

* (1) Establish short- and long-range goals based on student needs and district and state curriculum requirements.

* (2) Select, develop, modify, and/or adapt materials and resources which are developmentally appropriate, support defined learning objectives, and accommodate students' handicapping conditions.

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TEACHER EXCEPTIONAL STUDENT EDUCATION (Continued)

* (3) Develop activities for parents to promote participation and involvement in classroom and at-home activities for their children.
* (4) Plan and coordinate work of paraprofessionals, volunteers, and parents to obtain maximum benefit from their efforts.
* (5) Assist in assessing changing curricular needs and plans for improvement.

Administrative/Management

* (6) Provide a classroom environment that is enriching, nurturing, and structured, yet flexible within limits.
* (7) Maintain a positive, organized and safe learning environment.
* (8) Manage time effectively.
* (9) Store and maintain orthopedic, classroom, and playground equipment efficiently and safely.
*(10) Instruct and supervise the work of volunteers and paraprofessionals when assigned.
*(11) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
*(12) Use effective student behavior management techniques.
*(13) Assist in enforcement of school rules, administrative regulations and Board policies.
*(14) Use technology resources effectively.

Assessment/Evaluation

*(15) Assess each child and write an appropriate Individual Education Plan (IEP) for each child annually.
*(16) Develop effective assessment strategies to assist the continuous development of students.
*(17) Collect, record and interpret data for diagnosis, instructional planning and program evaluation.
*(18) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.

Intervention/Direct Services

*(19) Provide differentiated learning experiences based on each student's IEP goals and present materials at the appropriate level for each student.
*(20) Provide individual and small group instruction to meet individual needs in self-care.
*(21) Provide daily hands-on activities to enable students to achieve goals included on their IEPs.
*(22) Provide for doctor-ordered procedures for students such as administration of medication, tube feeding, and suctioning.
*(23) Provide for assisting students in daily living needs, such as toileting, feeding and personal hygiene.
*(24) Provide appropriate instructional accommodations and modifications for students with special needs.
*(25) Provide inclusion experiences as appropriate in other classrooms.
*(26) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
*(27) Provide instruction on safety procedures and proper handling of materials and equipment.
*(28) Use appropriate materials, technology and resources to help meet learning needs of all students.

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TEACHER EXCEPTIONAL STUDENT EDUCATION (Continued)

Collaboration

*(29) Work as a team member with occupational, physical, and speech/language therapists and other professionals to implement recommendations for positioning, weight-bearing, brace wear and other adaptive devices and therapies necessary for optimal student development.

*(30) Communicate regularly with parents through conferences, home visits, phone calls, and notes home to help them follow their child's progress and understand the school program better.

*(31) Communicate effectively, both orally and in writing, with other professionals, students, parents and the community.

*(32) Collaborate with other professionals and parents after recognizing student distress or abuse.

*(33) Collaborate with general education teachers, mental health providers and behavior analysts in developing and implementing individualized educational plans for students.

Staff Development

*(34) Assist others in acquiring skills and knowledge in a specific area of responsibility.

*(35) Engage in continuing improvement of professional skills and knowledge.

*(36) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.

Professional Responsibilities

*(37) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

*(38) Demonstrate attention to attendance and punctuality.

*(39) Prepare all required reports and maintain all appropriate records.

*(40) Maintain confidentiality of student and other professional information.

*(41) Comply with policies, procedures, and programs, and exercise appropriate professional judgment.

*(42) Support school improvement initiatives.

*(43) Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.

(44) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	A, F, H, I, K-R
- frequently	B, C
- constantly	T, U, V
Working Conditions	B, F, M
Materials, Tools and Equipment	A, C, D, E, G, H, J, K

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

TEACHER EXCEPTIONAL STUDENT EDUCATION (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities