

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTIONS****EXCEPTIONAL STUDENT EDUCATION TEACHER****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: School Based or District Wide****MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution.
- Valid Florida Educator's Certificate in Exceptional Student Education and Endorsement, as required.
- Meet certification and highly qualified requirement for core content area(s), at appropriate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to design and implement educational services for exceptional students.
- Knowledge of prescribed curriculum and research-based strategies for instructing students with varying learning abilities and styles.
- Ability to use technology to support learning.
- Ability to effectively assess levels of student achievement, analyze data 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 provide specially designed instruction specific to IEP goals.

REPORTS TO:

Principal or designee

JOB OBJECTIVE:

To serve as a case manager to oversee the special education processes and verify the IEP services are implemented in compliance with federal, state, and district regulations. To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth, and maturation in accordance with District philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Develop appropriate quality Individual Educational Plans (IEPs), including determining present levels of performance, measurable annual goals (with benchmarks and/ or short-term objectives), and appropriate classroom/testing accommodations.
- Collect and monitor appropriate and aligned student performance data to include in Present Levels of Performance, adjust instruction, identify IEP goal needs and report student progress toward IEP goals.

- Collaborative mindset for building and maintaining positive relationships with general education teachers, service providers and other staff.
- Knowledge of best practices and pedagogy for individual skill acquisition for student with disabilities learning styles that require adaptations or modifications to instructional delivery to demonstrate learning gains.
- Active participation in professional learning related to curriculum, changes or needs assessments within the district and a willingness to participate in and/or develop professional learning opportunities.
- Collaborate with general education teachers and services providers regularly to effectively design specially designed instruction and least restrictive service delivery model.
- Support general education teachers in implementing appropriate accommodations or strategies and assist in developing appropriate interventions for students suspected of having a disability.
- Schedule and facilitate IEP meetings and reevaluation reviews with parents and appropriate school/agency personnel, including understanding and explaining Procedural Safeguards to parents and completion of Prior Written Notice and Matrix of Services, as required.
- Participate in Eligibility Determination and Manifestation Determination meetings, and in the development of Functional Behavioral Assessments (FBAs) and implementation of Behavior Improvement Plans (BIPs), as requested.
- Serve as Local Education Agency (LEA) Representative, if designated by administrator.
- Demonstrate knowledge of the Individuals with Disabilities Education Act (IDEA) and implement all requirements for students with disabilities.
- Plan and deliver meaningful, engaging, and differentiated instruction designed to assist students with disabilities in mastering state standards.
- Create real-time schedules for para-professional and guide and direct in the provision of instruction for students.
- Develop and implement transition planning for students with disabilities, to include transition assessment(s), waivers, deferrals and other transition procedures as required.
- Establish short and long-range goals based on student needs, District and state curriculum requirements.
- Verify attendance rosters and any incidental tasks related to FTE as required and scheduled.
- Work with ESE Instructional Facilitator and administration to create a schedule to support providing IEP services and complete a data collection form upon initial scheduling and any change to the schedule to ensure student schedules reflect services listed on the IEP.
- Maintain a positive, collaborative, organized and safe learning environment.
- Manage time, materials, and equipment effectively.
- Establish and maintain effective and efficient record keeping procedures that comply with the procedures of Sarasota County Schools.
- Assist in enforcement of school rules, administrative regulations, and School Board policies.
- Develop and utilize effective progress monitoring strategies and analyze data to plan for and adjust instruction based on student needs.
- Administer state assessments, ensure accommodations are communicated to test coordinator and afforded, and establish appropriate testing environment and test security.
- Demonstrate knowledge and understanding of subject matter content.
- Apply principles of learning and effective research-based strategies in instructional design, planning and delivery.
- Use a multimedia approach utilizing a variety of materials and equipment to meet the needs of students, including assistive devices.
- Use appropriate strategies and techniques to enhance critical thinking skills in students.
- Provide quality work that is challenging and relevant to the goals and objectives identified on the IEP.
- Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- Provide instruction on safety procedures and proper handling of materials and equipment.
- Use appropriate materials, technology, and resources to help meet learning needs of all students.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.

- Communicate effectively, both orally and in writing, with other professionals, students, parents and the community.
- Collaborate with other professionals and parents after recognizing student distress or abuse.
- Collaborate with colleagues to enhance the instructional environment.
- Assist others in acquiring skills and knowledge in specific areas of responsibility.
- Engage in a continuing quest for personal growth through in-service, classes, and study.
- Complete required professional development needs with reference to specific instructional assignments and maintain their current professional certificate.
- Model professional and ethical conduct when dealing with students, peers, parents, and the community.
- Perform and fulfill all professional responsibilities.
- Support school improvement initiatives by active participation in school activities, services, and programs.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: 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:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Additional contracted summer months may be required

Hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 03