

TITLE:**TEACHER (ESE Specialist)****FLSA: Exempt****QUALIFICATIONS:**

1. Bachelor Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida.
3. A master's degree is desirable.
4. The ability to establish and maintain effective interpersonal relationships with parents, students, and co-workers.
5. At least five years of successful teaching experience with regular students, or three years of successful teaching experience with exceptional students is desirable.
6. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Coordinator of ESE/Staffing/ESOL/Curriculum**JOB GOAL:**

To develop an efficient system of staffing for all exceptional education students. To be responsible for the coordination of eligibility and placement processes at the school level. To assist in curriculum development for the exceptional education program.

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Communicate clearly and effectively in both written and oral form with students, parents, and others.
- * 2. Coordinate and facilitate exceptional program staffing meetings which includes eligibility, individual educational plan meetings and dismissal meetings.
- * 3. Work cooperatively with exceptional program teachers and assist with developing appropriate educational plans for each exceptional student.
- * 4. Assist in the selection of instructional materials, textbooks, supplies, equipment and records.
- * 5. Keep pertinent records and work with the schools in maintaining exceptional student records.
- * 6. Assist with parent involvement activities to improve school-home relationships.
- * 7. Confer frequently with parents and professional staff members regarding the educational, social and personal problems of exceptional students.
- * 8. Assist in formulating and conducting inservice training programs for teachers and staff within the district.
- * 9. Keep abreast of all developments in the field, and disseminate information regularly to the teachers in assigned curriculum and grade level areas.
- * 10. Undertake continuing professional study for own growth and development.
- 11. Perform such other duties as the principal or supervisor may assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

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 Board.

EVALUATION:

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