

JOB TITLE	DEPARTMENT	REPORTS TO
ESE – Teacher on Special Assignment	ESE	School Administrator

<b>Position No:</b> 52090	<b>Length of Work Year:</b> 11 Months
<b>Salary Schedule:</b> IN11	<b>Date Approved:</b> 5/12/23
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b>

JOB GOAL
Lead the implementation of Exceptional Student Education programs and services to ensure that students and staff needs are met.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor’s degree, Master’s degree preferred.</li> <li>2. Valid Florida Educator Certificate in Exceptional Student Education.</li> <li>3. Minimum of (3) years of successful teaching experience.</li> <li>4. Demonstrated knowledge of special education procedures and compliance requirements.</li> <li>5. Interpersonal and leadership skills for working effectively with teachers, administrators, and families.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Leads cooperative long-range planning with administrators, teachers, and staff to ensure quality programming for exceptional education students.</li> <li>2. Assists the administration in the oversight of ESE programs.</li> <li>3. Designs and facilitates professional development for teachers, administrators, and support staff.</li> <li>4. Provides support to teachers individually or in groups, guiding the learning process toward the achievement of high-quality instruction for exceptional education students.</li> <li>5. Assists with data analysis to ensure instruction/intervention is matched to the needs of exceptional education students.</li> <li>6. Provides coaching and support for classroom teachers and staff by modeling the skillful use of evidenced-based strategies to support exceptional education students.</li> <li>7. Assist staff in the development and implementation of appropriate behavioral and classroom management systems aligned with school wide positive behavior intervention and supports.</li> <li>8. Assists staff with utilizing the appropriate behavioral techniques for students across all educational settings.</li> <li>9. Assists the school leadership team in the implementation of Best Practices of Inclusive Education for Exceptional Students.</li> <li>10. Effectively communicates with parents of exceptional education students.</li> <li>11. Collaborates with the ESE school-based specialist to conduct workshops for parents of exceptional education students.</li> <li>12. Monitors the fidelity of implementation of students Individualized Education Plans.</li> <li>13. Conducts non-evaluative walk-throughs in ESE classrooms.</li> <li>14. Monitors compliance with federal, state, and district guidelines.</li> <li>15. Maintains professional competence through reading, research, and participation in professional development activities aligned with the requirements of the position</li> <li>16. Performs all assigned tasks in a timely and efficient manner.</li> <li>17. Performs other duties as assigned by supervisor.</li> <li>18.</li> </ol>

PHYSICAL DEMAND CLASS:
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Light(L)-Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.