



JOB TITLE	DEPARTMENT	REPORTS TO
Exceptional Student Education Teacher	School-Based	Principal

Position No: 52XXX	Length of Work Year: 10, 11 months
Salary Schedule: IN10, IN11	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 3/22/11; 3/23/18; 6/24/22; 4/23/25

JOB GOAL
Teach efficiently by employing approved methods and instruction materials prescribed to each student's exceptionality, and to help students learn subject matter and skills that will contribute to their overall achievement.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. Possess or is eligible for a valid Florida teaching certificate. 3. Demonstrate knowledge of Special Education Theory and Practice. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Maintains a valid Florida Teaching Certificate or endorsement in the area of Exceptional Education taught. 2. Uses prescribed materials and methods in the efficient execution of his/her teaching duties according to the subject area or grade level to which assigned and implements the Individual Education Plan or Educational Plan for each student served. 3. Participates in staffings and IEP/EP meetings for exceptional students and shares with their parents the educational and behavioral programs designed for each. 4. Communicates with the parents of exceptional students, as needed, regarding academic and behavioral progress, and inform parents of programs and services available. 5. Works collaboratively with service providers who serve the medical, behavioral, and mental health needs of the student. 6. Prepares and maintains records and reports as may be required by State and Federal law, regulation of the State Board, School Board, or School Administration. 7. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students identified with exceptionalities. 8. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor. 9. To prepare and maintain such records and reports as may be required by state and federal law, regulation of the state board, school board, or school administration. 10. Guides the learning process toward the achievement of curriculum goals in conjunction with the IEP/EP goals and objectives established for the student and maintains clear objectives for all lessons, units, and projects. Communicates objectives and expectations to students. 11. Implements by instruction and action the district's beliefs related to the education of all students. 12. Assess the students' progress and provides IEP progress reports as required by their IEP/EP. 13. Utilizes a variety of teaching methods in helping students develop strategies or skills to improve or advance their learning.

14. Plans and delivers services for students enrolled in exceptional student education.
15. Prepares and maintains confidential student records related to IEP/EP and progress reports for Exceptional Education Students.
16. Serves as the Local Education Agency representative (LEA) in smaller school settings.
17. Performs assigned tasks in a timely and efficient manner.
18. Performs assigned tasks with a high standard of quality.
19. Performs other duties as assigned by the Principal.

PHYSICAL DEMAND CLASS:

Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.