

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
TEACHER ON ASSIGNMENT, EXCEPTIONAL STUDENT EDUCATION
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Bachelor's degree from an accredited educational institution.
- (3) Master's degree from an accredited educational institution preferred.
- (4) Valid Florida certification in an appropriate area.
- (5) Five (5) years successful experience in education.
- (6) Experience teaching exceptional student education
- (7) Must meet the No Child Left Behind Act regulations and requirements.
- (8) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Knowledge of the exceptional student education program. Skill in small and large group presentations. Skill in program development and organization. Ability to communicate effectively orally and in writing. Ability to use technology and conduct statistical analyses to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others. Knowledge and demonstration of Florida Teacher Accomplished Practices and Florida Teacher Competencies.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To provide instruction in an appropriate setting in accordance with the Individual Education Plan (IEP) to meet the needs of students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Participate in the planning, implementation, and evaluation of the exceptional student education (ESE) program.
- * (2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- * (3) Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
- * (4) Coordinate the summer programs as required.
- * (5) Develop guides and other support materials needed by assigned programs or service area.
- * (6) Develop or assist in the development of grants or proposals related to assignment.

TEACHER ON ASSIGNMENT, EXCEPTIONAL STUDENT EDUCATION (Continued)

- * (7) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and evaluation.
- * (8) Assist with ordering and distributing textbooks and other materials.
- * (9) Attend district curriculum meetings.
- * (10) Provide oversight to ensure successful implementation of activities.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.

Intervention/Direct Services

- * (12) Provide learning experiences based on each student's IEP goals and present materials at the appropriate level for each student.
- * (13) Assist with the revision and update IEP's as needed.
- * (14) Provide individual and small group instruction to meet individual needs in self-care.
- * (15) Provide activities to enable students to achieve goals included on their IEPs.
- * (16) Provide for doctor-ordered procedures for students such as administration of medication, tube feeding, and suctioning.
- * (17) Provide for assisting students in daily living needs, such as toileting, feeding and personal hygiene.
- * (18) Provide appropriate instructional modification for students with special needs.
- * (19) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- * (20) Provide instruction on safety procedures and proper handling of materials and equipment as appropriate.
- * (21) Use appropriate materials, technology and resources to help meet learning needs of assigned students.
- * (22) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- * (23)
- * (24)
- * (25)
- * (26)
- * (27)
- * (28)
- * (29)

Professional Growth and Improvement

- * (30) Maintain expertise in assigned areas to fulfill position goals and objectives.
- * (31) Facilitate the development, implementation and evaluation of training activities for staff members.
- * (32) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (33) Participate in cross-training activities as required.

Systemic Functions

- * (34) Recommend improvements for policies or procedures related to assignment.
- * (35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (36) Follow federal and state laws, as well as School Board policies.
- * (37) Represent the district in a positive and professional manner.
- * (38) Demonstrate support for the school district and its goals and priorities.
- * (39) Ensure adherence to good safety standards.
- * (40) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to the reading program.

Leadership and Strategic Orientation

- * (41) Participate in cooperative long-range planning with departments and schools.
- * (42) Assist in implementing the district's goals and strategic commitment.
- * (43) Exercise proactive leadership in promoting the vision and mission of the district.

TEACHER ON ASSIGNMENT, EXCEPTIONAL STUDENT EDUCATION (Continued)

- *(44) Set high standards and expectations and promote professional growth for self and others.
- *(45) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(46) Maintain confidentiality regarding school/workplace matters.
- *(47) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- *(48) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(44) Perform other tasks consistent with the goals and objectives of this position.
- *(45) Perform other duties assigned by supervisor.

*Essential Performance Responsibilities

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.

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TERMS OF EMPLOYMENT:

Instructional	Pay Grade	196 days worked per year (10 months)
FLSA Exempt		

EVALUATION:

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