

SCHOOL DISTRICT OF LAFAYETTE COUNTY
TEACHER, EXCEPTIONAL STUDENT EDUCATION
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and implement an Individual Education Plan (IEP). Knowledge of child development and especially of characteristics of students with disabilities. Knowledge of the prescribed curriculum. Knowledge of current educational research relating to the education and training of children with disabilities. Basic understanding and knowledge of current technology. Skill in using varied teaching and communication methods to address student needs. Ability to communicate orally and in writing. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results 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 work effectively with peers, administrators and others. Knowledge of the laws, policies and procedures relating to the education of students with handicapping conditions and of the adaptive devices, techniques, therapies, and medical procedures required. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal or designee

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:

Planning/Preparation

- * (1) Establish short- and long-range goals based on student needs and district and state curriculum requirements.
- * (2) Select, develop, modify, and/or adapt materials and resources which are developmentally appropriate, support defined learning objectives, and accommodate students' handicapping conditions.
- * (3) Develop activities for parents to promote participation and involvement in classroom and at-home activities for their children.
- * (4) Plan and coordinate work of paraprofessionals, volunteers, and parents to obtain maximum benefit from their efforts.
- * (5) Assist in assessing changing curricular needs and plans for improvement.

TEACHER, EXCEPTIONAL STUDENT EDUCATION (Continued)

Administrative/Management

- * (6) Provide a learning environment that is enriching, nurturing, and structured, yet flexible within limits.
- * (7) Maintain a positive, organized and safe learning environment.
- * (8) Manage time effectively.
- * (9) Store and maintain orthopedic, classroom, and playground equipment efficiently and safely.
- * (10) Coordinate and monitor the work of volunteers and paraprofessionals when assigned.
- * (11) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- * (12) Use effective student behavior management techniques.
- * (13) Assist in enforcement of school rules, administrative regulations and Board policies.
- * (14) Use technology resources effectively.

Assessment/Evaluation

- * (15) Assess each child and write an appropriate Individual Education Plan (IEP) for each child annually.
- * (16) Develop effective assessment strategies to assist the continuous development of students.
- * (17) Interpret data for diagnosis, instructional planning and program evaluation.
- * (18) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.

Intervention/Direct Services

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

Collaboration

- * (31) Work as a team member with occupational, physical, and speech/language therapists and implement recommendations for positioning, weight-bearing, brace wear and other adaptive devices and therapies necessary for optimal student development.

TEACHER, EXCEPTIONAL STUDENT EDUCATION (Continued)

- * (32) Communicate regularly with parents through conferences, home visits, phone calls, and notes home to help them follow their child's progress and understand the school program better.
- * (33) Communicate effectively, both orally and in writing, with other professionals, students, parents and the community.
- * (34) Collaborate with other professionals and parents after recognizing student distress or abuse.

Staff Development

- * (35) Assist others in acquiring skills and knowledge in a specific area of responsibility.
- * (36) Engage in continuing improvement of professional skills and knowledge.
- * (37) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.

Professional Responsibilities

- * (38) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- * (39) Demonstrate attention to attendance and punctuality.
- * (40) Prepare all required reports and maintain all appropriate records.
- * (41) Maintain confidentiality of student and other professional information.
- * (42) Comply with policies, procedures, and programs, and exercise appropriate professional judgment.
- * (43) Support school improvement initiatives.
- * (44) Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Physical requirements may vary depending on particular assignment.

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.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement(s) 03, 04, 06

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 district.

EVALUATION:

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

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