

# SCHOOL DISTRICT OF WAKULLA COUNTY

## RESOURCE TEACHER- ESE SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and district educational goals and standards relating to students with disabilities. Knowledge of effective school concepts and principles relating to the academic and social achievement of students with disabilities as well as general education. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and staff development. Ability to facilitate various size groups using facilitative leadership skills. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various Exceptional Student Education programs and to develop strategies for improvement.

#### REPORTS TO:

Assigned District or School Administrator

#### JOB GOAL

To serve as a resource for principals and teachers in providing services/accommodations to students with disabilities.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Coordinate Exceptional Student Education programs at the school level.
- \*(2) Provide input and support for District-wide planning to relate the ESE instructional program.
- \*(3) Insure that IEP annual reviews and reevaluations are scheduled in compliance with IDEA.
- \*(4) Insure that teachers are aware of individual student accommodations for instruction and assessment.
- \*(5) Plan with middle schools to insure appropriate scheduling for transitioning freshmen.

##### Classroom Management

- \*(6) Prepare and submit reports and necessary data for district, state and school reporting.

WCSB – Job Description: Imp 5/13

Page 1 of 3

Imp-Implemented

Rev. – Revised

Ret.-Inactive or replaced by a revision

## RESOURCE TEACHER (Continued)

- \* (7) Assist in providing instructional accommodations to students with disabilities.
- \* (8) Assist teachers in researching strategies to support student needs.
- \* (9) Solicit guest speakers and program participants from agencies providing services to students with disabilities.

### Assessment/Evaluation

- \* (10) Assist in providing assessment accommodations to students with disabilities.
- \* (11) Analyze, interpret and utilize student performance data, including state assessment test results, in planning and updating instructional programs for students with disabilities.
- \* (12) Promote the state ESE parent survey and monitor participation.
- \* (13) Serve as school coordinator for Florida Alternate Assessment.
- \* (14) Monitor IEPs for required components at the school level.

### Student Instructional Engagement

- \* (15) Assist students in self-advocacy and participation in their IEP meetings.
- \* (16) Insure that each ESE student completes the transition interview and completes questionnaires for self-determination and transition goals.

### Technology

- \* (17) Use technology resources effectively.
- \* (18) Use technology to establish an atmosphere of active learning and collaboration.
- \* (19) Enter ESE data into the district MIS system, and monitor reports to insure accuracy, while maintaining hardcopy files.
- \* (20) Demonstrate proficiency with the electronic IEP system.
- \* (21) Use technology to review student assessment data.
- \* (22) Use technology to disaggregate data for state indicators.
- \* (23) Use technology for administrative tasks.
- \* (24) Insure accuracy of ESE data for FTE periods and monitoring.

### Collaboration

- \* (25) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for students with disabilities.
- \* (26) Collaborate with coordinators and other specialists to assist them in purposeful articulation among all instructional levels as well as between basic and special programs.
- \* (27) Work cooperatively with the school staff in curriculum and program planning.
- \* (28) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- \* (29) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- \* (30) Serve as Local Education Agency (LEA) representative at IEP meetings.

### Professional Learning

- \* (31) Keep abreast of current trends and best practices relating to students with disabilities.
- \* (32) Maintain current knowledge of legislative developments relating to students with disabilities.
- \* (33) Assist school administration with planning school-based staff development relating to students with disabilities.
- \* (34) Conduct appropriate staff development workshops.

## RESOURCE TEACHER (Continued)

- \*(35) Attend meetings and conferences which promote professional growth and will benefit the school and/or District.

### Professional Responsibilities

- \*(36) Serve as contact with other agencies as appropriate and assigned, (ex.: Big Bend Transition Council, Vocational Rehabilitation, etc.).
- \*(37) Maintain good public relations with parents.
- \*(38) Assist in interpreting the programs, philosophy and policies relating to students with disabilities to staff, students, and parents.
- \*(39) Keep the school administration and district ESE Director informed about potential problems or unusual events.
- \*(40) Model and maintain high standards of professional conduct.
- \*(41) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \*(42) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(43) Facilitate problem-solving by groups or individuals.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

### Student Growth and Achievement

- \*(40) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

### 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.

### 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.

### Job Description Supplement No. 11

\*Essential Performance Responsibilities