

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Teacher of Exceptional Student Education (*Mentally Handicapped, Severely Emotionally Disturbed, Specific Learning Disabilities, Emotionally Handicapped, and Varying Exceptionalities*)

**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage for the assignment. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

**Job Goal:**

To provide appropriate instruction and services as identified on the student's Individual Education Plan (IEP), for exceptional education students.

**Essential Duties and Responsibilities:**

1. Provide a basic core program for ESE students.
2. Work cooperatively with classroom teachers who have ESE students in regular classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the student with regular class assignments.
3. Confer frequently with parents and professional staff members regarding the educational, social, and/or personal needs of students.
4. Assist other professional staff members in resolving the unique psychological or disciplinary problems of each child.
5. Prepare for and participate in placement committee meetings, dismissal staffing meetings, and IEP conferences.
  - a. Interpret evaluation reports.
  - b. Utilize information to identify and write required elements of the IEP.
6. Counsel individuals and groups of students with educational, occupational, and personal problems.
7. Assist the student in making a realistic assessment of abilities and in establishing educational and occupational goals in keeping with these abilities.
8. Participate in inservice training specially designed to meet on-going needs of the teacher and/or program.
9. Organize and facilitate an effective program for parental involvement and training.
10. Train assistant for optimum effectiveness in the assigned program. Include assistant in planning on a daily basis.
11. Identify and provide appropriate academic curriculum and instructional techniques to meet individual student needs and learning styles.
12. Document and report student progress.
13. Administer and interpret appropriate standardized tests.
14. Identify and utilize behavioral principles in a management program which includes consistency, structure, positive reinforcement, self-evaluation and logical consequences in order to decrease inappropriate and increase appropriate behavior.
15. Provide a classroom environment that encourages development of inter-personal skills and socialization.
16. Document and maintain individual student records in accordance with Okaloosa District procedures for ESE programs.
17. Abides by all policies of the Okaloosa County School Board.
18. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Ten, eleven, or twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.