

ESE Certified Teacher/Specialist/Paraprofessional

Professional Qualifications

- Bachelor's Degree or higher and formal training in ESE education
- Three years' experience in ESE teaching
- Two years of educational management experience
- Knowledge of ESE programs and state and federal laws
- Demonstrate ability to effectively work with parents, school administrators, teachers and agencies
- Possess Florida Professional Educator Certificate or willing to work on completing it

Duties and Responsibilities

- Responsible for the oversight and daily operation of the ESE Program
- Scheduling and conducting change of placements, eligibility, and Individual Education Plan (IEP) meetings
- Assisting with District, State, and Federal record reviews
- Monitoring the School's compliance with rules and regulations
- Oversee a caseload of Special Education Students and the implementation of their IEP/504 plans in inclusive, self-contained and pull-out settings
- Ensure appropriate delivery of special education instruction and related services as stipulated on IEPs/504 plans
- Ensuring the services provided by contractual personnel are of high quality, provided in the LRE, and are aligned with the student's IEP/504 plans
- Effectively communicate to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and reevaluations as well as parental rights granted by IDEA
- Facilitate IEP meetings with professionalism
- Coordinate with student's teachers to make sure all documents are completed in a timely manner prior to MDT meetings. Contact entire team prior to meeting to make sure all team members are prepared for the meeting
- Coordinate with team to complete quarterly IEP progress reports and provide reports to families
- Maintain student files according to school and state standards
- Ensure IEPs are developmentally appropriate, curriculum standards base and relevant to students
- Overseeing special education inventory of equipment/materials
- Identify and develop curriculum and school-based assessments to support the academic growth of students with IEPs/504 plans
- Gather and report data for all reporting requirements regarding students with IEPs/504 plans
- Maintain a high level of knowledge regarding special education issues such as changes in federal and local policy
- Facilitate meetings with parents and provide them with other resources

- Maintain confidentiality of student records and student information

Salary: Contracted position. Salary commensurate with experience. Opportunity to move into full-time position.