



Job Description

Job Title: Exceptional Student Education (ESE) Teacher

Work Location: Center for Creative Education
 2400 Metrocentre Boulevard
 West Palm Beach, FL 33407

Department: The Foundations School

Salary: \$47,500 base + experience & certification

Reports to: Director of Curriculum and Instruction

Full-time: Monday - Friday; 7:30am - 4:30pm
 12-month position

Essential Duties and Responsibilities:

- Instruct one-on-one and/or small groups of students in multiple grade levels in a face-to-face, push-in classroom setting.
- Utilize company-provided and school-developed curriculum to create individualized, highly engaging, and skill-appropriate lesson plans.
- Perform student data entry in a timely fashion to meet deadlines (student attendance, pre/post assessments, progress reports, parent and classroom teacher communication forms, compliance documentation).
- Establish and maintain student forms and files as required by company, local, state, and federal agencies.
- Maintain consistent communication with supervisors, classroom teachers, assistant teachers, and parents.
- Attend training, conferences, and/or workshops to enrich professional skills and knowledge.
- Collaborate with classroom teachers and assistant teachers to develop individualized lessons and plans to meet the diverse needs of all learners; provide professional development to colleagues as needed.
- Implement effective classroom management strategies in accordance with school-wide rules and policies.
- Utilize the Responsive Classroom approach as a means to teaching and discipline.
- Ensure supervision of students at all times, including escorting students safely to and from designated areas.
- Maintain and promote a safe learning environment.
- Other duties as assigned.

Education and/or Work Experience Requirements:

- Bachelor's Degree or higher
- Current Florida Teaching Certificate
- Must be certified K-12 ESE by the Florida Department of Education
- Minimum of 3 years relevant experience working with students with disabilities in grades K-5
- Working knowledge of Google Suite, Microsoft Office, Zoom preferred
- Must successfully pass Level II background check and be cleared through E-verify with Homeland Security.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.

Print Employee Name:

Employee Signature / Date: